



LISKEARD COUNCIL
WORKING FOR YOU

LISKEARD TOWN COUNCIL

JOB DESCRIPTION

<u>JOB TITLE:</u>	Museum Manager
<u>DIRECTLY RESPONSIBLE TO:</u>	Responsible Financial Officer (RFO) & Deputy Town Clerk (with ongoing work programme agreed with the Museum Management Team (MMT))
<u>HOURS:</u>	Part-time: 24 per week (occasional evening and Saturday hours for events may be required)
<u>GRADE:</u>	NJC spinal point 12 (currently £12.73 per hour, FTE £24,496 – 2022/23 rate)

IMPORTANT FUNCTIONAL RELATIONSHIPS

(a) <u>Within the Town Council</u>	Members of the Council Members of the MMT Other employees of the Town Council Museum Volunteers
(b) <u>Outside the Town Council</u>	Officers of Cornwall Council Cornwall Museums Partnership Arts Council England Museum Mentor/Development Officer Official bodies Members of the public Local private firms/contractors Other museums

LISKEARD & DISTRICT MUSEUM

The museum is owned and strategically managed by Liskeard Town Council. The day-to-day running is undertaken on behalf of the Town Council by the Museum Manager and Museum Management Team – a small group of volunteers who help direct the museum's work. The museum focuses on local people, trades, crafts and the important mining heritage of the district, together with the largest collection of toys in Cornwall and other changing exhibitions.

MAIN PURPOSE OF JOB

To manage the museum with assistance from the MMT, including day to day running, looking after the collection of approx. 6,250 objects, creating displays, and recruiting and coordinating the volunteer team.

RESPONSIBLE FOR:

Collections and Displays

- a) Ensuring the management and care of the collections and their environment, and that the documentation, cataloguing and location control is kept up to date and in accordance with Accreditation and Spectrum standards.
- b) Assessment and accessioning of new acquisitions, and management of object loans.
- c) Planning and creating museum displays to interest, inform, and inspire the public

Volunteers

- d) Coordinating and supporting the volunteer team, their work and associated activities and ensuring these activities are in line with museum procedures and health and safety.
- e) Recruitment of volunteers required to sustain the museum, in line with museum procedures, including arranging training and ensuring logs are up to date.

Administration/Documentation

- f) Drafting the documents necessary for the running of the museum e.g. policies, marketing plan etc
- g) Ensuring the museum continues to fulfil the requirements for accreditation.
- h) The administration of the agreed museum budget and reporting to the MMT and RFO. Handling petty cash and processing cash donations for banking.
- i) Seeking funding opportunities and making grant applications in relation to new projects and activities.
- j) The administration and office management of the museum including organising MMT meetings and taking minutes, dealing with museum enquiries, and keeping appropriate records up to date
- k) Preparing reports and documents for the Council and where necessary other outside organisations.
- l) Team working with the Tourist Information Centre staff, to assist with the overall operation of the Foresters Hall building

Community

- m) To be the face of the museum, manage community relations and create a pleasant visitor experience
- n) Implementation of the marketing plan to promote the museum, its exhibitions, programme of activities and events to the broadest possible audience, encouraging new and return visits and longer museum dwell times.
- o) Updating the museum website and social media
- p) Planning and running museum events, such as school holiday activities, including risk assessments, budgeting and sourcing supplies.
- q) Engaging with groups such as schools to plan visits, and other outreach activities
- r) Networking with other museums and appropriate museum/heritage organisations.
- s) Assisting with external museum or partnership projects, events and activities

Other

- t) Being a key holder and having responsibility for opening and closing the building and setting alarms.
- u) Monitoring the building in relation to health and safety of the paid staff, volunteers, and visitors to the museum. Reporting any concerns or maintenance problems immediately to the Facilities Manager.
- v) Willing to attend First Aid training and be a named First Aider
- w) Willing to be DBS checked

NOTES

- (i) To undertake such training as identified with the MMT and RFO/Deputy Town Clerk, and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that all relevant Council policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.

March 2023