

March 2019

Thank you for your interest in the post of Collections Manager. Please find attached the following information:

- Job details
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter or by e-mail to:

Email: Katharine.osborne@westdean.org.uk
Tel: 01243 818313

Closing date for applications: 5th April 2019

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE	Collections Manager
DEPARTMENT	Education
LOCATION	West Dean College
RESPONSIBLE FOR	Collections Team
RESPONSIBLE TO	Director of Education

MAIN PURPOSE OF THE JOB

To manage the Collection to best professional standards and in the most effective way possible, ensuring appropriate care and conditions and documentation to make the collections accessible to the public through displays, interpretation, exhibitions and loans.

To develop the Collection as a research and educational resource, and to increase and facilitate access; contributing towards broader engagement both within and outside the College.

To promote the work of the Collection within the College community, including close collaboration with the College Library, the Archive and the Archive, Collections and Exhibitions Committee; in the context of forward planning and strategic development.

PRIMARY RESPONSIBILITIES

Collections Care and Conservation

1. Manage all aspects of preventative conservation, including environmental management, light monitoring and pest management.
2. Manage the conservation of objects, including producing condition reports, commissioning conservation surveys, assessing conservation method statements, scheduling and supervising any associated staff maintaining conservation records and reports.
3. Manage collections storage areas within the College.
4. Manage and plan the safe movement of objects.
5. Liaise with appropriate operations staff on the security and safety of collections on display.
6. Contribute to a disaster recovery plan and ensure preventive measures are in place.

Loans

1. Manage loans (short and long term) of items from the Collection, including preparing papers on loans for the Archive, Collections and Exhibitions Committee, administration,

loans documentation, condition surveys, supervision of conservation, packing, transport and couriering.

Documentation

1. Responsible for all Collection documentation and records in both paper and electronic formats.
2. Oversee the development of a Collections Management system.

Collection access

1. Ensure that enquiries about the Collection and image requests are responded to and records of enquires are maintained.
2. Oversee processes for visitors to the Collection at West Dean.
3. Research into the Collection.
4. Oversee the organisation and promotion of the Collection with marketing and other departments.
5. Oversee the management of collaborative partnerships and projects based around the Collection.

Interpretation and presentation

1. Oversee the development of information for the public about the Collection both in print and electronic form.
2. Maintain a programme of displays in public space in collaboration with library and archive staff
3. Oversee the development, planning and delivery of temporary exhibitions and associated activities in the Collage to increase access to the Collection and engages new audiences.
4. Ensure the promotion and presentation of the Collection through talks, presentations, displays, tours and events at the College and elsewhere.

Management of Staff

1. Manage the Collections staff and Curatorial Assistant and any voluntary staff.
2. Undertake Continuous Performance Reviews for the Collections team ensuring these support both the collection and College objectives.
3. Ensure the Collections staff and volunteers are adequately trained in collections care and management activities.
4. In liaison with Human Resources manage staffing issues in respect of individual staff, including recruitment, induction, performance and welfare issues.

Budget

Be responsible for managing the budget allocation to collection management effectively.

General

1. Attend and contribute to Committee, College and Foundation meetings as required in particular the Archive, Collections and Exhibitions Committee.

2. Represent West Dean College at selected external events and conferences in agreement with the Director of Education.
3. Ensure that relevant Health & Safety legislation is adhered to.
4. Undertake all other reasonable and College-related duties as may be required from time to time.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Level of education & training

Essential

- A Masters Degree (or working towards) in a related discipline

Desirable

- Evidence of continual professional development
- Good knowledge of and interest in art and cultural heritage

Details of Experience

Essential

- Knowledge and experience of working with recognised standards in collections management, such as SPECTRUM
- Experience of managing historic collections
- Experience of managing a team
- Experience of working to Accreditation standards
- Experience of developing and implementation collections management plans
- Experience of museum collections management systems
- Experience of loans management including loans overseas

Desirable

- Experience of managing mixed collections
- Experience of working alongside large capital building projects
- Experience of managing volunteers
- Experience of using the Adlib collections management system

Particular skills and knowledge

Essential

- Thorough, professional and practical knowledge of collections management
- Excellent knowledge of conservation and preservation issues
- Attention to detail and eye for the display and presentation of objects
- Meticulous in maintaining accurate documentation and records
- Excellent organisation and planning skills
- Experience of project management and delivering projects on time
- Have a professional approach to conservation and high standards of personal conduct

Desirable

- Experience of preparing permanent displays and temporary exhibitions
- Knowledge of health and safety legislation and experience of producing risk assessments

Personal Characteristics

- Ability to work under pressure whilst maintaining positive relationships with students and colleagues
- Ability to work independently and as part of a team
- Professional, approachable manner
- Confident communicator, with the ability to build and sustain a variety of professional relationships

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Permanent
- Duties: As attached job description
- Salary: £30,000
Payable monthly in arrears by BACS
- Hours: 35 hours per week Monday to Friday.
Part time hours maybe available
- Holidays: 36 days per holiday year (1 October to 30 September) inclusive of Bank Holidays.
- Sickness: 10 days in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service.
- Benefits: Contributory pension scheme, childcare vouchers, subsidised meals, free and discounted places on short courses at West Dean College.