**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Head of Collections |
| **Reporting to:** | Director of Culture and Creativity |
| **Responsible for:** | Archives Manager, Curatorial Manager |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

* To provide strategic leadership for the collections and curatorial functions across the cultural venues to support CV Life’s objectives in customer service, audience development and income-generation.
* To lead on the development of collections policies and strategies and forward planning for collections management and documentation, ensuring that Accredited Museum status is maintained.
* To work with the Archives Manager to achieve Accreditation for the Coventry Archives. To ensure good practice in collections care, documentation procedures, loans procedures and information management in accordance with Accreditation and sector standards.
* To lead on the re-location of the collections from offsite storage to the new Collections Centre in Coventry, including scoping the work, engaging with stakeholders, project managing the move and supervising the safe movement of objects to the new storage facility.
* To manage a programme of collections rationalisation in accordance with Museums Association guidance for disposals.

**MAIN DUTIES OF THE ROLE**

1. To lead on the management of the permanent collections in the care of Culture Coventry Trust and to ensure their appropriate security, conservation and status within the access needs of the Trust.
2. To be an advocate for the collections within the Trust, ensuring policies and capital or short-term projects minimise risk to and liability for the collections including advising on environmental issues.
3. To lead strategic partnerships which support the development and display of the permanent collections, including with Arts Council, British Council and the University who are our partners on the collections centre project.
4. To manage the budgets for collections and curatorial programmes of work and staffing, including budget setting and monthly forecasting of income and expenditure.
5. To oversee the collections and archives teams with direct line management responsibility for the Archives Manager and the Curatorial Manager, carrying out regular 1-1s, appraisals and assessing development needs.
6. To seek funding for activities that enhance our curatorial and collections programme and to support programmes that encourage deeper public engagement with the collections.
7. To be responsible for monitoring of performance indicators and statistics for the Trust that relate to collections and curatorial work and to use these as part of business planning.
8. To implement collections plans in relation to Accreditation, Designation and Immunity from Seizure Requirements.
9. To lead and co-ordinate an Emergency Response Plan and act as part of the response team.
10. To manage the valuation of collections, working closely with professional consultants and liaising with freelance curators. To be responsible for keeping up to date insurance records for collections and providing information to the Council’s insurance team.
11. To lead on a programme of acquisitions, identifying new opportunities and fundraising to acquire new items that build a high quality collection .
12. To manage a programme of preventative conservation work, delivering and evaluating a strategy for conservation and liaising with freelance conservators.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To support the Company’s commitment to providing a safe environment for children, young people ad vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created: 1.11.2022**

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* The ability to think strategically, view events, issues or proposals from different perspectives and to find creative solutions.
* Able to work effectively as part of a team.
* Flexible approach to working across a diverse number of sites
* Excellent organisational skills.

**Essential Knowledge and Experience**

* Experience of working with collections and documentation systems
* Track record of continued professional development relevant to the role
* Experience of project management and delivery
* ICT in museums databases and preventative conservation
* Knowledge of SPECTRUM and Registration Standards
* Knowledge of legal issues around collections
* Experience of managing touring exhibitions and collection loans
* Managing staff, delivering 1-1s, appraisals, implementing professional development plans and motivating teams to achieve results
* Experience of fundraising for projects that support collection development.
* Managing budgets
* A degree in a subject relevant to the role or demonstrable equivalent experience

**Essential Special Skills**

* Excellent IT skills
* Excellent verbal and written communication skills
* Building partnerships with external organisations to deliver projects in partnership

**Special Circumstances**