

**Collections Engagement Manager £26,000 (full time, 1 year fixed term)**

Sulgrave Manor Trust is looking for an enthusiastic collections professional experienced in planning and delivering exciting exhibition programmes and linked activities for a range of visitors.

**PURPOSE OF JOB**

This role is responsible for collections care and documentation, displaying and interpreting our collections and archives for the public. As part of an NLHF funded project you will be involved in the planning and delivery of 2 exciting new exhibitions and linked activities to engage our visitors.

**PRINCIPAL RESPONSIBILITIES**

To be responsible for conservation, display, storage, movement, and documentation of all artefacts within the Museum and Archive in accordance with Museum policies and Accreditation standards.

Supervision of Sulgrave Manor with regard to care and condition of the historic fabric of the building.

Management of the Learning & Engagement facilitator to support the planning and delivery of formal learning through the well-established schools programmes and informal learning across the site.

To develop content and source images for interpretation and exhibitions at the Manor.

To write copy for the Trust's website, guide book and social media to promote the Collections.

To recruit, train and supervise collections/archive volunteers.

To carry out conservation cleaning of objects on display in the Manor.

To transfer archive material into digital format in order to facilitate future accessibility and use.

To respond to requests for information about the Collection /Archives.

To take an active part in the development and delivery of special events at Sulgrave and talks elsewhere on the history of the Trust and the property.

To manage and support the Learning & Engagement Manager in relation to the use of collections and archives in Learning programmes and activities and planning school visits.

To network with other museum and art gallery professionals and outside agencies.

**Operational Management**

Membership of the Sulgrave Management Team reporting to the Operations Manager.

Act as Duty Manager, taking an equal share of weekday and weekend cover including out of hours emergency call out (currently 1 Sunday in 4 from April to September). There may also be occasional evening events, which will require a more flexible work pattern.

As a key holder, be accountable for the security of the site.

Promote 'green museum' guidelines and protocols, where possible, to reduce environmental footprint and reduce energy consumption.

### **Health & Safety**

Prepare and maintain records for Health and Safety requirements including induction & training for new staff and volunteers.

Carry out and review risk assessments on a regular basis.

### **Person Specification**

#### **Education**

A relevant qualification in Museums/ Heritage to a minimum of degree level

#### **Experience**

Paid experience in an Accredited Museum managing Collections and Archives.

Experience of delivering interpretation and displays.

Experience in giving talks and presentations. Experience of recruiting, training and supervising staff/volunteers

IT literate including experience in Collections Management Systems, ideally MODES

Experience of in working in a small team in a hands on role

A positive and enthusiastic attitude, lively personality and flexible manner

Able to multitask, work well under pressure and make educated decisions, sometimes at short notice

Able to work unsupervised

Strong communication skills, both written and oral

Excellent organisational skills and problem-solving abilities

Excellent people management skills - able to provide clear direction

#### **Desirable**

Interest in American political history

Experience in Trans-Atlantic collections, archives or research.

**For more information please contact Jo Cowley, Operations Manager on 01295 760 205.**

**To apply, please send a CV (up to 2 sides of A4) and covering letter outlining how you are the best person for this role to: [jo.cowley@sulgravemanor.org.uk](mailto:jo.cowley@sulgravemanor.org.uk).**

**Closing date: 31<sup>st</sup> March at 12 noon. Interviews will be held on 7<sup>th</sup> April at Sulgrave Manor.**