



VISITS & COLLECTIONS MANAGER

Post: Visits & Collections Manager (25 hours per week)

Responsible to: Strategic Manager

Working location: Epworth Old Rectory (EOR)

Salary: £26,000 per annum pro rata (£17,563 per annum)

Job Profile:

- To welcome visitors to EOR
- To be responsible for management, display, interpretation, conservation and care of the museum collection
- To lead on audience development
- To work in partnership to increase access to collection and related stories and identify new opportunities for public engagement
- To lead on Museum Accreditation processes
- To train and supervise volunteers in dealing with visitors and support collections management
- To develop an events programme, including online events
- To develop online resources including social media, website, marketing
- To develop advocacy work for EOR
- To support partnership work
- To work collaboratively with EOR team & Friends of EOR

Key Responsibilities:

- Manage individual and group bookings and tours
- Increase both our online presence and on site visitors to Epworth Old Rectory, through delivery of an annual programme of events, projects and development opportunities
- Volunteer management, including recruitment, supervision and management of rotas
- Create an audience development plan to increase and widen audiences (eg families, faith groups, community groups, schools etc)
- Develop Friends of EOR
- Grow new and existing audiences within heritage and wider cultural sector, through Methodist networks and local education sector
- Website development to develop new audiences
- Lead on social media, marketing and PR plan and its implementation

- Professional advice to the Trustees and CIO on collections management and heritage sector best practice
- Ensure excellence in museum interpretation in line with professional standards
- Develop an exhibition programme using the collection and special anniversaries and including online engagement to reach wider audiences

Job Specification, Skills, Education and Experience:

Competency area	Skill/experience	
	Essential	Desirable
<u>Ensures Accountability</u> - Holding oneself and others accountable for meeting commitments	<ul style="list-style-type: none"> • Experience in collections management in Accredited Museum setting • Knowledge of Spectrum standards • Research skills 	<ul style="list-style-type: none"> • Museum Studies/Conservation qualification
<u>Customer Focus</u> - Building strong customer relationships and delivering customer-centric solutions	<ul style="list-style-type: none"> • Experience in face-to-face public engagement with a wide range of groups and individuals • Experience in volunteer management • Teamwork skills and the ability to build and develop relationships 	<ul style="list-style-type: none"> • Experience in supporting researchers
<u>Collaborates</u> - Building partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> • Relevant experience of working in partnership and with stakeholders, within a museum or heritage organisation • Teamwork skills and the ability to build and develop relationships 	
<u>Communicates Effectively</u> - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences	<ul style="list-style-type: none"> • Experience of effective engagement with diverse audiences using various media, including social media, podcasts etc • Experience in developing websites, marketing and PR • Influencing and negotiation skills 	

<p><u>Cultivates Innovation</u> - Creating new and better ways for the organisation to be successful</p> <p><u>Action Orientated</u> - Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm</p>	<ul style="list-style-type: none"> • Experience in developing audience development plans • Experience in developing interpretation plans • Flexible and can-do attitude offering solutions to problems 	
<p><u>Resourcefulness</u> - Securing & deploying resources effectively and efficiently</p>	<ul style="list-style-type: none"> • Project management skills 	
<p><u>Other requirements</u></p>		<ul style="list-style-type: none"> • Sympathy with Christian faith