



# BATH PRESERVATION TRUST

## Job Description

<b>Post:</b>	<b>Director of Museums (Maternity leave cover)</b>
<b>Terms:</b>	<b>Part-time fixed term contract working 3 days a week to provide maternity leave cover from 1 September 2019 (with possibility of some induction days in August 2019) until mid-March 2020.</b>  Salary range £18,000 - £21,000 per annum (pro rata of £30,000 - £35,000 per annum full time, full year equivalent) dependent on experience  Actual salary for 3 days a week for 6 months is £9,000 - £10,500.
<b>Reporting to:</b>	Chief Executive (Line Manager), Trustees' Museums and Education Committee
<b>Line managing:</b>	Senior Curator, No. 1 Royal Crescent Museum Manager, No. 1 Royal Crescent Retail Manager, Museum Administrators at Herschel, MoBA and Beckford's Tower, Marketing & Communications Officer, Learning & Engagement Officer, Facilities Manager
<b>Working with:</b>	Chief Executive, Finance Director, Senior Conservation Officer, Membership Engagement Officer, HR Manager

## OVERVIEW

As part of its charitable purpose, Bath Preservation Trust (BPT) runs four museums welcoming in total some 80,000 visitors in Bath. The flagship museum is No. 1 Royal Crescent and the museums as a whole generate the most funds, also employing the most staff across the organisation's operation. The three smaller museums (two of which are run through separate charitable trusts) are run on minimal staff who are in turn supported by the pan-BPT team of curatorial, learning and engagement, marketing, facilities, finance and administration staff. Each museum is housed in a significant listed building.

The museums run integrated planning and working across the museum sites, to improve the visitor experience and visitor focus, and to develop external funding to enable these plans to be realised.

In addition a major capital project for Beckford's Tower is anticipated to start in July 2019 (subject to National Lottery Heritage Fund funding).

## **PURPOSE OF THE ROLE:**

To provide maternity cover from 1 September 2019 (with possibility of some induction days in August) until mid-March 2020:

- To lead a complex team covering 4 small-medium museums, taking lead responsibility for the management of the Trust's museums and associated activities;
- To deliver BPT's charitable objectives in relation to the provision of museums and education, within financial limits;
- To monitor financial performance across the museums and take decisions to deal with any significant variations;
- To be part of the Senior Management Team reporting to Trustees with the CEO and Finance Director.

## **KEY ACTIVITIES:**

The main activities are described below. In addition, the post-holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post.

### **Managing the museums team**

- Sustain a confident 'one BPT' team approach across museums staff
- Monitor spend on any internal and external funding streams
- Lead regular team meetings which bring together curatorial and other inputs

### **Marketing and commercial**

- With the Marketing and Communications Officer, monitor measurable initiatives to encourage greater visiting to the Trust's museums
- Monitor the retail and commercial offer of the Trust

### **Reporting**

- Report to trustees and advisors with relevant data to enable them to take strategic decisions (e.g. in respect to ticket pricing, opening hours, exhibitions programming)
- Develop and publish KPIs for museums activities
- Represent the Trust museums to external parties

### **Business planning and business development**

- Act as budget lead and financial control in relation to museum budgets
- Deliver income generation targets for income generation from the museums

### **Fundraising**

- Identifying project funding opportunities for the museums
- Monitor external spend with the Finance team and take lead responsibility for financial control

### **Exhibitions and events**

- Oversee the Senior Curator's work in co-ordinating the exhibitions and events programme across the Trust's museums for 2020 and planning for 2021

### **Education and Audience Development**

- Oversee the education and audience development programme across the Trust's museums, to fulfil the objectives of the Education and Audience Development Strategy
- Manage resources available to deliver the education and audience development programme, and seeking project funding where appropriate

### **Museum Accreditation, Curatorial Research and Collections Care**

- Work with the Senior Curator and museums team to ensure policies, procedures and plans are in place for the maintenance of accredited status for all four museums, including high standards of curatorial care

### **Campaigning**

- Ensuring the Museums Team recognise their role as part of BPT by developing museum and educational activities, events, programmes and exhibitions, that support the campaigning activities of the Trust as appropriate.

### **Person Specification**

**The person in this role will be administratively self-supporting, financially literate and will need to be a fast learner with good people skills.**

#### **Essential**

- Previous (demonstrable) experience line-managing a team of professionals
- Previous (demonstrable) experience working in a customer facing environment within museums
- Previous (demonstrable) experience managing and presenting budgets and financial information
- Experience within the non-subsidised museums sector
- Computer literate with ability to self-support in Microsoft Office
- Ability to work occasional antisocial hours, on-call weekends etc. Note two of the four museums remain open (excluding Christmas Day, Boxing Day and New Year's Day) and may require support over the Christmas period

#### **Desirable**

- Knowledge of and interest in the 18<sup>th</sup> Century
- Knowledge of museums accreditation requirements
- Experience of NLHF and other grant funding

#### **References**

BPT requires a current work referee (line manager) and a second professional referee, and may seek references before interview for shortlisted candidates (no approach will be made to any referee without your permission).