



Job Description and Person Specification

Curator (Maternity leave cover)

Summary Job Description

Bath Preservation Trust (BPT) is a wholly independent charity operating in the World Heritage city of Bath. Our museums and collections provide inspiring experiences, learning and insights from the past which help people deepen their knowledge through narratives expressed appropriately, knowledgeably and equitably.

This varied and interesting role will involve:

- Working with the Senior Curator to care for BPT collections and loans at No. 1 Royal Crescent, The Herschel Museum of Astronomy, Beckford's Tower and the Museum of Bath Architecture, as well as the archive and the library held by BPT.
- Researching and curating exhibitions across the museums, maintaining our accredited status and reinstating and maintaining GIS at BPT museums in line with our forward plans.

Responsible to: The Senior Curator. The postholder will also be working closely with staff throughout the BPT Museums Team.

Terms & Conditions

Salary: £27,281 per annum full time

Working hours: Full time 5 days a week (35 hours). Job shares will be considered for this role.

Location: your primary office base will be No.1 Royal Crescent, Bath, BA1 2LR and you will be required to work in any of BPT's locations.

Contract: 12 months Fixed Term Contract to cover maternity leave

Other benefits include:

- Positive, collaborative, inclusive working culture
- Flexible working hours
- Flexible working arrangements (subject to agreement and the requirements of the job)
- 34 days annual leave (including public holidays) pro rata for part time staff
- Employee Assistance Programme
- Higher than statutory minimum company paid sick leave
- Cycle to Work scheme
- 0% loans for public transport season tickets

Job Description

The main activities of the role are described below. This is not intended to be an exhaustive list of duties but a guide to the main priorities. The post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post. They are expected to use their judgement about priorities within the overall purpose of the role.

Key responsibilities

Care and management of the collections including archive and library:

- Oversee day to day curatorial responsibility for collections at No.1 Royal Crescent, the Museum of Bath Architecture, Herschel Museum of Astronomy and Beckford's Tower, as well as the library and archive including displays, digital content, preventative conservation, security and insurance in line with Accreditation and Government Indemnity Standards
- Maintain collections, library and archive management including storage and documentation to SPECTRUM and Museum Accreditation standards
- Undertake condition surveys as required, acting on concerns regarding conservation needs, including liaison with conservators when required
- Manage and update loans and liaise with lenders as required
- Respond to enquiries about the collections, library and archive including research visits, requests for reproductions and image licenses, according to Statutory Polices such as Copyright, Data Protection and Freedom of Information

Exhibitions, Public Programme and Learning:

- Deliver curatorial aspects of the BPT programme, including specialist tours and talks
- Prepare and deliver exhibitions for the temporary exhibition spaces across BPT museums including interpretation material, catalogue texts and loans management. Working with and supporting Learning and Engagement team as required.

Environmental, Collection and Property Monitoring:

- Manage environmental monitoring of all museum collections, library and archive
- Monitor the condition of the museum buildings and furnishings as required

Management:

- Recruit, train and manage conservation, archive and library volunteers
- Support the Museum Conservation Assistant in line with BPT management processes. Deputise for the Senior Curator when required
- Deliver relevant sections of the museum forward and strategic plans, working collaboratively as part of the BPT Museums team to deliver our shared objectives

General:

- Be committed to the principles of Equality, Diversity and Inclusion
- Attend staff and museum team meetings

- Liaise with all BPT staff as required
- Provide social media content for museums as required
- Participate in emergency planning and collection salvage exercises as required

Person Specification:

Qualifications:

- Relevant curatorial experience
- Qualification in Museum or Heritage Studies or Curatorial Practice or relevant equivalent experience

Knowledge:

- Sound knowledge of history of art and/or contemporary art. And/or sound knowledge of decorative arts, and/or architecture, and/or social history of the Georgian period in Britain.
- Understanding of current best practice in relation to collections care, conservation and management, including Museum Accreditation, Government Indemnity and SPECTRUM standards, as well as compliance requirements of Statutory Polices for example Copyright, Data Protection and Freedom of Information
- Understanding of the theory and practice of presentation, interpretation and programming approaches
- Understanding of conservation principles, practice and record keeping

Skills:

- Working collaboratively with a range of stakeholders
- Developing creative interpretation approaches
- Planning and organisation
- Good communication, interpersonal, team and advocacy skills
- Working at pace and being decisive, multi-tasking and prioritising work as required
- Strong demonstrable consulting skills of listening, building trust and acting to deliver a high-quality service
- Excellent IT skills
- Interest in creative presentation and programme approaches
- Managing projects including external consultancy, creative, artistic, and design and build services

Experience

- Working in an accredited museum, gallery or heritage setting with responsibility for exhibitions, interpretation, collections care and collections management.
- Taking an informed and holistic approach to conservation management
- Building relationships and working collaboratively with a range of internal and external stakeholders to deliver curatorial outcomes
- Leading high quality and creative interpretation approaches and content development including research, exhibitions, displays, written content, public talks and tours

- Taking a holistic and creative approach to revealing the meaning of collections and places for internal and external audiences, relating artefacts to a wider historical and contemporary understanding that is open, transparent and sensitive
- Managing collections database systems to Museum Accreditation standards
- Managing volunteers
- Fundraising to support curatorial activity including collection acquisitions

Other terms and conditions:

- Some physical elements including movement of museum objects, archives and display materials
- Some weekend and evening working may be required
- Some lone working

About the Bath Preservation Trust

Bath Preservation Trust (BPT) campaigns for and promotes the conservation, sustainable enhancement and celebration of the unique historic built environment and amenity, green setting and global contributions of the City of Bath as a World Heritage Site. At our heart are the principles of informed advocacy, learning for all, and the provision of authentic heritage experiences at our four museums, through partnership working and online.

We believe Bath deserves excellence in design and contemporary sustainable development which is inclusive of all people, and improves social and economic opportunities without compromising our unparalleled built heritage and natural environment.

Our museums and collections provide inspiring experiences, learning and insights from the past which help people deepen their knowledge through narratives expressed appropriately, knowledgeably and equitably.

We:

- Promote our commitment to sustainable development for Bath and demonstrate the value of heritage in a changing world
- Advocate and campaign for the total public realm, a healthy environment and a thriving living city
- Champion forward-thinking and appropriate sustainable architecture and design worthy of the World Heritage City of Bath
- Continue the successful innovative development of, and increased access to, our museums through careful growth and targeted promotion
- Encourage and enable Bath citizens to take an active responsibility for the future welfare of the city via membership, volunteering and support
- Provide opportunities for learning for people of all ages in all areas of our work, supporting personal wellbeing and social inclusion

Fundamentally, we are an organisation which seeks positive and constructive solutions to the present and future threats faced by Bath, its rural environs and the people, communities and businesses it supports. Working with expert volunteers, BPT reviews hundreds of planning applications each year, challenging inappropriate development and engaging with B&NES Council and developers to influence positive change. Informed advice is provided to homeowners about planning applications for historic houses and listed buildings.

BPT is also a major provider to the tourist economy, as we own and run museums and educational activities at No. 1 Royal Crescent, the Museum of Bath Architecture, Beckford's Tower and Landscape and the Herschel Museum of Astronomy.

With more than 1,000 subscribing members, BPT was founded in 1934 to conserve the city's unique architectural heritage and challenge unsustainable development. Our advocacy and campaigning work has saved hundreds of listed buildings from demolition, enhanced the public realm, and added value and improvement to new developments.