



Museum Development Manager Job Description

Introduction

East Grinstead Museum was founded in 1976. It is a Charitable Incorporated Organisation (Charity No. 1171561). The museum is independent, being governed by a board of eight voluntary trustees, and is totally dependent on grants, sponsorship and donations for its income.

Our Vision

Sparking a sense of place and belonging in East Grinstead's past, present and future, through the stories we share.

Our Mission

East Grinstead Museum collects, safeguards and interprets collections to tell stories of local people and local events for the interest, enjoyment and education of all.

Our Strategic Aims

- Engage with audiences within East Grinstead, its surrounding villages and both nationally and internationally
- Tailor and improve our stories to engage a broader and more diverse audience.
- Reinvent the museum as a more interactive and regularly evolving attraction for all ages and social groups
- To be organisationally resilient and progress towards financial break-even

The museum is housed in a purpose-built building, just off the High Street, which opened in September 2006. The museum is open 5 days a week, including weekends and Bank Holidays, and admission is free. The museum's displays focus on the history of the town and its surrounding villages. It has a programme of family activities, school visits, talks and outreach activities that aim to engage with the local community.

In 2016, the museum was awarded a Heritage Lottery Fund grant to develop a permanent display to tell the story of the pioneering plastic surgeon Sir Archibald McIndoe. His patients were WW2 airmen who suffered severe burns and were treated at The Queen Victoria Hospital in East Grinstead. They went on to form the Guinea

Pig Club so named because of the new, experimental techniques developed by McIndoe.

The opportunity has arisen for the board to recruit to a new Museum Development Manager role, to support the trustees in leading the museum forward into its next phase of development. This post will focus on supporting the museum to move towards a sustainable future, and it is an exciting opportunity for the post holder to help shape the future of the museum.

The postholder will manage a 3 day per week Operations Manager post that will focus on the day to day running of the museum, volunteer management, delivery of public engagement activities and collections management. The museum is supported by around 60 volunteers.

The Role: Museum Development Manager

Responsible to:	Chair of the trustees
Length of contract:	18 months, with a possibility of extension
Hours per week:	3 days per week (22.5 hours)
Salary:	£40,000-£45,000 p.a. pro rata (i.e. £24,000-27,000) dependant on qualifications/experience
Location:	East Grinstead Museum, Old Market Yard, Cantelupe Road, East Grinstead, West Sussex, RH19 3BJ
Probation Period:	6-months
Start date:	asap, negotiable

Purpose

The Museum Development Manager will lead on driving forward and securing the museum's future sustainability through strategic planning, fundraising/income generation, and effective business planning. They will be responsible for managing and delivering key strands of work including securing a significant National Lottery Heritage Fund grant and other income sources, expanding local stakeholder relationships, increasing visitor numbers/community engagement and working on the development of a new financially sustainable business model for the museum.

Main Duties and Responsibilities

- Provide leadership to support the museum to create a sustainable business model
- Increase income generation through fundraising from public grant-giving bodies, trusts/foundations, sponsorship and fundraising events, shop sales and other activities
- Increasing visitor numbers and engage with key communities in line with the museum's audience development plan/KPIs
- Line management of the Operations Manager

- Build and manage key stakeholder relationships
- Manage delegated budgets
- Report regularly to East Grinstead Museum's Board of Trustees

Person Specification

Qualifications/Training

Essential

- Training and knowledge of Health & Safety policies/legislation

Desirable

- A relevant professional qualification in museum studies, heritage or business management
- Training in children/vulnerable adults safeguarding issues

Knowledge/Skills/Experience

Essential

- A minimum of 5 years relevant experience working in the museum, heritage or comparable sectors
- Experience of developing effective strategies and budgeted business plans to ensure sustainable business models
- Strong leadership skills and experience of managing staff and/or volunteers
- Experience of successfully applying for and managing external funding
- Experience in building/managing internal and external stakeholder relationships
- Experience of managing budgets
- Understanding of equal opportunities and strong commitment to breaking down barriers to access/inclusion
- Excellent communication, negotiation, advocacy and presentation skills
- Experience of monitoring/evaluation and producing reports based on findings
- Computer literate and able to use a wide range of software

Desirable

- Experience of running or developing a cultural or heritage/museum visitor destination
- Proven project management and delivery skills
- Knowledge of audience development and community engagement strategies/programming
- Knowledge of key marketing strategies that are effective in reaching audiences
- Experience of reporting to boards of trustees/senior management

Other Criteria

Essential

- Strategic thinker, with a practical approach

- A flexible approach to working, and ability to work under own initiative with minimal supervision, but in line with the museum's priorities
- Highly organised with the ability to plan effectively, be reliable and punctual
- Must be a team player with the ability to demonstrate tact and diplomacy with volunteers, trustees, and stakeholders
- Lives within a 30 minute journey time of the museum to support logistics of being a keyholder and key alarm contact

Working Conditions

The museum is open Wednesday to Sunday, with some volunteers currently working on a Monday/Tuesday. The trustees are willing to work with the postholder to agree a pattern of working to ensure that the postholder and the Operations Manager are available at the museum during core opening times. This pattern will need to involve some weekend and evening working. Flexible working options are available including remote working.

This position may require an enhanced DBS check which will reveal any unspent convictions. A criminal record may not necessarily be a bar to placement, as any decision will be treated on its merits and individual circumstances subject to the museum's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the museum's staff and the museum's collection.

The postholder will be expected to monitor and report on their work as directed by the chair of the trustees. The postholder will also be expected to undertake ad hoc duties as required (in negotiation with the chair).

The postholder will be expected to work to office guidelines on handling, health and safety, lone working, etc. as advised, taking responsibility as appropriate.

You will be entitled to 20 days annual holiday (pro rata) and public bank holidays. East Grinstead Museum will auto enrol successful postholders on to the Nest pension scheme unless they wish to opt out.

Equal Opportunities

East Grinstead Museum is an equal opportunities employer which is committed to inclusion for all staff and volunteer positions. We welcome applications from candidates from protected characteristic groups, and we are committed to hiring on merit and to removing barriers in our employment policies/practices. If you wish to disclose a disability/access need, please feel reassured that we will aim to explore how the interview process can be accessible for you.

How to apply:

If you think you are the right person for us, please send your CV and a covering letter of no more than two sides of A4 outlining your reasons for applying to Lester Porter – chair@eastgrinsteadmuseum.org.uk by 5pm on 31st October 2024.

Interviews will be in two stages. Stage one interviews will be held on Zoom on either the evenings of 21st or 22nd November. Second interviews will be held in-person at the museum on the evening of Friday 6th December or during the day on Saturday 7th December.