



JOB DESCRIPTION

Job Title:	Assistant Curator, Godalming Museum
Location:	Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ
Contract Type:	Fixed term – Maternity Cover
Contract Duration:	10 months
Reports To:	Town Clerk
Responsible For:	n/a
Hours of Work:	21 hours per week (flexibility in hours is required)
Salary:	£ 29,093 (pro-rata)

1. Principal Responsibilities

To ensure the effective care of the Museum collections and displays. To promote the value of local history through the delivery of educational programmes and outreach. To oversee the programme of temporary exhibitions.

2. Principal Accountabilities

2.1 Godalming Museum Collections

- Ensure that procedures and policies relating to acquisitions, collections management and care, and documentation are accurately followed
- Manage and respond to enquiries relating to the Collections with support from the Volunteer Librarians
- Assist researchers to make use of the resources of the Museum for the purposes of research and study

2.2 Godalming Museum Education and Outreach

- Manage school visit and loan box bookings
- Planning and delivery of school workshops, group tours, and community group visits
- Support the museum's social media and web presence, producing content and updating information as required

2.3 Godalming Museum Exhibitions & Displays

- Deliver the pre-planned annual programme of exhibitions and displays at the Museum
- Producing promotional materials associated with the exhibition programme
- Liaise with current and potential exhibitors, and take bookings for suitable new exhibitions

2.4 Supervision of Others

- Support the Museum Support Manager with the management of volunteers, contractors, students and freelance workers

2.5 Other Responsibilities

- Carryout administrative tasks as may be necessary to ensure the effective operation of the Museum
- Any other such duties as could reasonably be expected as directed by the Council.
- Work within set budgets

3. General Health & Safety

While at work, all staff are required to: -

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- To be familiar with and comply with The Council's policies and procedures for health and safety;

4. Knowledge, Skills and Experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the role
- To attend training courses, development sessions and conferences as required by the role.

5. Additional Information

- Post holder duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates;
- Some evening and weekend working will be required to attend meetings, civic events and activities.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Job Title: Assistant Curator

Reporting to: Town Clerk

Work Experience & Knowledge

Whether experience and knowledge is essential or desirable is indicated after each one.

- You will be educated to degree level or equivalent in a relevant subject, or have significant relevant experience (essential)
- You will have demonstrable previous experience working in museums (essential)
- You will have experience in museum acquisitions processes, documentation, and basic collections care (essential)
- You will have hands-on experience of implementing displays and exhibitions (essential)
- You will have experience in delivering educational sessions such as talks, workshops, and tours (essential)
- You will have some knowledge of safeguarding procedures when working with children and vulnerable groups (essential)
- You will have excellent IT skills and the experience of using common packages such as Microsoft Office (essential)
- You will have experience using museum-specific collections management systems e.g. Modes, PastPerfect, MuseumIndex+ (desirable)
- You will have some knowledge of simple design software (eg. Canva, Adobe), or the willingness to learn using your own initiative (desirable)

Skills and Abilities

Whether experience and knowledge is essential or desirable is indicated after each one.

Working With People

- Ability to relate to people (essential)
- Able to identify customers' needs quickly and deal effectively with enquiries (essential)
- Experience of working with volunteers (desirable)

Communication

- Good oral communication skills, an ability to speak with confidence and accuracy (essential)
- Good written communication skills (essential)

Organisation

- Ability to complete given tasks within allocated time (essential)
- Good organisational skills – able to prioritise workload (essential)

Personal Attributes

- Punctual and reliable (essential)

- Ability to work within a small team (essential)
- Be able to follow straightforward oral and written instructions (essential)
- Ability to take responsibility for own work (essential)
- Willingness to learn new skills (essential)

Other than the named contact, do not contact the Godalming Town Council staff regarding this role or this may result in your application not being considered.

Please state on the application form how you meet the criteria in the job specification and person specification.

ADDITIONAL INFORMATION

The Post

The Godalming Museum is a small, friendly local history museum which is operated in partnership between The Godalming Museum Trust and Godalming Town Council. The Council provide the paid members of staff, administrative support for paid staff and the maintenance and care of the fabric of the Museum building. The Godalming Museum Trust are responsible for the care and development of the Collections.

About the Employer - Godalming Town Council

The Museum's paid staff are employed by Godalming Town Council. This post will be part of a close-knit team based at the Godalming Museum located at 109a High Street, adjacent to Godalming Town Council's offices.

Terms and Conditions

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

Place of Work

The postholder will be based at 109a High Street, Godalming, GU7 1AQ, which is well served by public transport. Private parking facilities are not provided with this position.

Salary & Hours of Work

Part-time, 21 hours per week, £29,093 pro rata

09.30 – 16.30 three days per week on days to be agreed with line-manager, which may include some Saturdays

Benefits

The postholder will be eligible for paid leave including public holidays, Local Government sickness benefit entitlement and enrolment into the Local Government Pension Scheme.