



Application Pack

Curator, Godalming Museum

Location: Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ

Contract Type: Permanent

Hours of Work: 22.5 hours per week (flexibility in hours is required)

Salary: £36,581 (pro-rata)

Applications close: Wednesday 11th November 2026

Where to apply: www.godalming-tc.gov.uk/job-vacancies

To apply please complete an application form, CVs will not be accepted.



About Godalming Museum

Our Statement of Purpose

Godalming Museum aims to promote the enjoyment and understanding of the heritage of the town and surrounding area, and to encourage and support lifelong learning. It does this by collecting, safeguarding, and making accessible, artefacts and knowledge, within a welcoming, stimulating and inclusive environment.

How the Museum is run

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.

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.

About the Museum

Godalming Museum was founded in 1921 in the Old Town Hall, known as the Pepperpot. The museum set out to tell the story of Godalming and the surrounding area and early donations included fossils found by workers in the town's Bargate stone quarries, prehistoric flint tools found by agricultural labourers and the remarkable Percy Woods archive of Deeds and historical notes.

The collection soon outgrew the Pepperpot, but it wasn't until the 1980s that the museum was able to move to its present building, a 15th century timber-framed Wealden House. The building is the biggest artefact in a collection that now includes geology, archaeology, social history, art, oral history and archives. The museum garden is a living exhibit, inspired by the designs of Gertrude Jekyll and Sir Edwin Lutyens.

The Collections

Godalming Museum has around 25,000 items in its collections representing over a century of collecting by local people. About 8,000 of these are objects; 9,000 are archive materials (records used in running a business, organisation or household); 6,000 are photographs; and another 2,000 are books and periodicals in the Museum's Library & Archive.

Together, these items form a record of the Godalming area spanning 115 million years - from fossilised creatures which swam in what was then sea, through earliest dated evidence of human activity 50,000 years ago, to objects and records from more recent centuries. Many people have donated a wide variety of material helping to create a unique record of the area and making Godalming Museum's collections an important and special resource.



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Interview dates: w/c 16th November 2026

An exciting, permanent opportunity has arisen to join the small but dynamic team at Godalming Museum in the role of Curator. The Godalming Museum is a friendly local history museum which is operated in partnership between The Godalming Museum Trust and Godalming Town Council.

We are looking for an experienced and dynamic museum professional to lead the work of the Museum. The Curator will line manage all other museum staff, support and advise the Godalming Museum Trust, deliver our exhibition programme, be responsible for the care and presentation of our permanent displays, and will lead on documentation and collections care. This varied role offers the post-holder ample opportunity to use their skills and experience to shape the direction of the museum.

The post-holder will have excellent written and oral communication skills, extensive and demonstrable museum experience, and will be self-motivated and able to use their initiative.

The Curator will work closely with the Museum Support Manager, Education & Outreach Officer, Museum Assistant, and our fantastic team of volunteers to offer a friendly, welcoming, and engaging museum service to our local community.

If you feel that your skills and experience would be a good fit for the role, we would welcome your application.

For an informal conversation about the role please contact Rhiannon Jones, Curator at museum.curator@godalming-tc.gov.uk

Completed application forms should be emailed to the Curator via the email address above, or posted to Rhiannon Jones, Godalming Museum, 109a High Street, Godalming, GU7 1AQ.



JOB DESCRIPTION

Job Title: Curator, Godalming Museum
Location: Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ
Reports To: Town Clerk
Responsible For: Museum Support Manager, Education & Outreach Officer, Museum Assistant
Hours of Work: 22.5 hours per week (flexibility in hours is required)
Salary: £36,581 (pro-rata)

1. Principal Responsibilities

To ensure the effective care and development of the Museum and its Collections. To promote the value of local history and support educational programmes and educational outreach. Full responsibility for professional matters relating to the care, conservation and utilisation of the collection, services to the public. 'Public face' of the Museum.

To manage the operation of the Godalming Museum in accordance with the policies and practices of Godalming Town Council (The Council). To advise the Godalming Museum Trust (The Trust) and seek to ensure an effective working relationship between the Trust and the Council.

2. Principal Accountabilities

2.1 Godalming Museum Collections

- Act as professional advisor to The Trust on matters relating to the care and development of the collection;
- Prepare and implement a development plan for the museum, which shall be agreed between The Council and The Trust;
- Ensure that the Museum maintains and implements policies on the acquisition, disposal and care of items within the collection in accordance with accepted good practice and suitable to maintain registration of the Museum;
- Conduct research to enhance knowledge of the Collections;

- Manage and respond to enquiries relating to the Collections;
- Assist researchers to make use of the resources of the Museum for the purposes of research and study, and to increase the reputation of the Museum as a resource in those areas.

2.2 Godalming Museum Education and Outreach

- Oversee and support the work of the Education & Outreach Officer
- Support the museum's social media and web presence and drive visitor engagement, whether in person or online.

2.3 Godalming Museum Exhibitions & Displays

- Manage programme budgets and financial administration
- Develop exhibition ideas drawing on the Collections, local history and relevant themes;
- Plan the annual programme of exhibitions and displays at the Museum; Marketing, promotion, and PR associated with the exhibition programme.

2.4 Godalming Museum Management

- Act as professional advisor to The Trust and The Council on matters relating to the operation of the museum;
- Prepare and implement a development plan for the museum which shall be agreed between The Council and The Trust;
- Attend such meetings of The Council, The Trust and other organisations as may be necessary to ensure the effective operation of the Museum and the development of its services and reputation.
- Management of students and freelance workers;
- Work closely with the Museum Support Manager to plan and supervise volunteer work programmes and to develop the customer offer at the museum;
- Ensure as far as reasonably practicable, the health, safety and well-being of staff and others who may be affected by The Council's/ The Trust's activities as they relate to Godalming Museum.

2.5 Supervision of Others

- Supervising the work of other employees as their line manager in keeping with the policies of the council;

2.6 Other Responsibilities

- Instruct contractors to undertake agreed activities on behalf of the Council/Trust and to monitor their performance to ensure they are achieving the desired result; 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.

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 efficient management of the museum;
- To attend training courses, development sessions and conferences as required by the role.

5. Additional Information

- Work is largely self-generated, using own initiative or delegated by the Town Clerk;
- 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: Museum Curator

Reporting to: Town Clerk

1. Experience and Knowledge

Essential

- Experience of museum documentation, environmental control and loans procedures.
- Proven leadership experience within the museums, arts or heritage sectors.
- Thorough knowledge of curatorial practice, collections care and collections development.
- Experience of developing displays, managing projects, overseeing budgets and working with external stakeholders.
- Experience of collections development and acquisitions, including working with potential donors.
- Understanding of how to engage and inspire audiences through collection-based storytelling.
- Experience of working in partnership with audiences and community groups, including consultation and/or co-curation.
- Ability to present complex ideas clearly and confidently, with an understanding of creative learning practice for families and early years.
- Excellent organisational skills, including the ability to plan and deliver multiple projects simultaneously, on time, within budget and to a high standard.
- Functional skills in English and maths.
- Excellent interpersonal skills, with the ability to communicate effectively and confidently at all levels, both internally and externally.

Desirable

- Understanding of safeguarding procedures when working with children and vulnerable groups.
- Awareness of health and safety legislation and its application in the workplace.
- Experience of working with volunteers.

2. Skills and Abilities

Communication

- Good oral communication skills, with the ability to speak with confidence and accuracy.
- Good written communication skills.
- Good telephone manner.

Managing People and Relationships

- Ability to relate well to people.
- Ability to quickly identify customer needs and deal effectively with enquiries.

- Tact, diplomacy, confidentiality and sensitivity.
- Ability to minimise conflict.

Organisation

- Ability to complete tasks within agreed timescales.
- Good organisational skills, with the ability to prioritise workload.

3. Personal Attributes

- Punctual and reliable.
- Ability to work effectively as part of a small team.
- Ability to follow straightforward oral and written instructions. Ability to take responsibility for own work.

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.