

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Collections Development and Review Curator (Chelsea)

Post No: 044

Reports to: Senior Collections Development and Review Curator

Job role

To work with the Museum's collections to help achieve the Collections Development Policy. As well as acquisition this will also include revisiting collections and research projects, which emerge from collecting activity. This work will enhance the range, shape, and understanding of the topics and subjects that they cover. The projects will provide content outputs, helping facilitate public access and enjoyment of the Museum's collections.

Job Description

1. The post-holder is responsible for:

- (a) Identifying material to collect through purchase and transfer from the MOD.
- (b) Collections Development through commissioning projects.
- (c) Documentation of Collections to enhance both research use and potential.
- (d) Cataloguing projects and revisiting Collections projects especially where these link with Collections Development and review.
- (e) Managing reactive collecting in accordance with Collections Development Priorities.
- (f) Undertaking Collections review activity as part of Collections development.
- (g) Using the collections develop content for use across the Museum offer, including associated public programming.

2. Resource Management

- (a) Responsible for the motivation, management and training of divisional Museum staff, contractors, volunteers, interns and apprentices, exercising a proper duty of care over them.
- (b) Knowledge transfer, coaching and mentoring of colleagues, as part of the Collections Division training and development plan

3. Internal Relationships

- (a) Work as part of inter-disciplinary teams to deliver special exhibitions, digital campaigns, social media and blogs.
- (b) Developing content to support all Museum Departments, especially Fundraising and Public Programmes, and contribute to the planning of programme subject and content.

4. External Relationships

- (a) Manage relationships with donors, potential donors, collectors, dealers and auction houses, as well as the MoD.

5. Knowledge Management and Development

- (a) The post-holder will develop a sound working knowledge of the story of the British Army, its history, structure and associated collections.
- (b) The post-holder will further their specialist areas of expertise by undertaking scholarly research and publication around the collections Division training and development plan.
- (c) The post-holder will disseminate knowledge through the delivery of internal and external lectures, gallery talks, guided tours, publishing and digital delivery, and assisting where necessary with the delivery of outreach activity and the development of exhibition and digital content.

6. Health & Safety and Security

- (a) Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

7. In addition, the post-holder is required to:-

- (a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- (b) Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- (d) To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.

Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer. To promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management Team.

- (d) Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
 - (e) Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - (f) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required.
 - (g) The post-holder will be based at the Museum in Chelsea.
 - (h) The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Management Team.
 - (i) Chair Museum committees, teams and working parties, as delegated by the Director, or Assistant Director (Collections & Programme) and represent the Museum on external committees as required.
 - (j) Make presentations to the NAM Council (Trustees), the Director, Management Team and members of staff.
 - (k) Deputising for the Senior Collections Development and Review Curators, as required.
8. The appointment is permanent and full-time, working 37 hours per week, 5 days out of 7. The salary is £28,945pa inclusive of Recruitment and Retention Allowance. Additional evening and weekend working may be required. The post-holder is required to give two months written notice in resigning.
9. The appointment will be subject to a security clearance through Disclosure Scotland.

10. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
11. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director
National Army Museum

October 2018

Signature:- Date:-