

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Curator (Equipment & Uniform) (Chelsea) Post No: NAM 220

Reports to: Head of Equipment & Uniform

Job role

To curate the Museum's collections of three-dimensional material and photography. The post-holder will be proactive in the Museum's acquisition activity, balanced with collections review and disposal work. The post will include a strong focus on sustaining and developing expert knowledge around specific parts of the collections. This will be underpinned by high quality collections research, cataloguing and collections management.

Outcomes of this work will include the development of the collections, enabling them to contribute to research outputs, exhibitions, digital, outreach and public programmes.

Job Description

1. The post-holder is responsible for:

- (a) Undertaking proactive collecting and sustaining reactive collecting in accordance with priorities set out in the Collections Development Policy, ensuring gaps and under-represented areas of the collections are addressed.
- (b) Undertaking contemporary collecting activity, of both officially issued and unofficial equipment.
- (c) Identifying material to collect by transfer from the MOD.
- (d) Actively undertaking collections review and disposal activity in line with the Collections Development Policy, either on planned projects or on an ad-hoc basis as required.
- (e) Undertaking cataloguing both new and existing collections to sector standards and agreed timescales.
- (f) Working with the Standards and Care team on agreed areas of improvements to the Museum catalogue in support of the Museum's Documentation plan.
- (g) Maintaining and developing specialist knowledge of military collections and to advise on that Collection internally and externally.

- (h) Undertaking collections-based research, with associated outputs, to an agreed programme aligned with Museum objectives.
- (i) Using the collections, develop content for use across the Museum offer, including research projects, exhibitions and associated public programming.
- (j) Working with other departments as necessary contribute towards digitisation and photography projects in support of the Museum's strategic plan.
- (k) Answering public enquiries relating to collections as required.

2. Resource Management

- (a) Actively participate in an agile team working environment to ensure best use of time and resource, including contractors and volunteers, and ensuring this is reflected and recorded on the planning system.
- (b) Knowledge transfer, coaching and mentoring of colleagues, as part of the Museum's training and development activity.
- (c) The post-holder is responsible for development and management of volunteer projects aligned with their areas of collections work.

3. Internal Relationships

- (a) Working as part of inter-disciplinary teams to deliver research outcomes, special exhibitions, digital content and programme activity.
- (b) Developing content to support all Museum activity, including communications, learning, public programmes and fundraising activity.

4. External Relationships

- (a) Managing relationships with donors, potential donors, dealers and auction houses, as well as the Ministry of Defence (MOD).
- (b) Developing and maintaining close working relationships and develop partnerships with external experts and communities on a broad range of collections types and subjects, relating to the Museum's collection and remit.

5. Knowledge Management and Development

- (a) The post-holder will have a sound working knowledge of the story of the Our Army, its history, structure and associated collections at a level appropriate for this role.
- (b) The post-holder will further their specialist areas of expertise by undertaking scholarly research and publication in alignment with the Museum's strategic plan.
- (c) The post-holder will disseminate knowledge through the delivery of lectures, gallery talks, guided tours, publishing and digital delivery, 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.
- (c) 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 Senior Leadership 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 their 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 Senior Leadership Team.
 - (i) Chair Museum committees, teams and working parties, as delegated by the Director, Assistant Director (Collections) or Head of Equipment & Uniform and represent the Museum on external committees as required.
 - (j) Make presentations to the NAM Council (Trustees), the Director, Senior Leadership Team and members of staff.
 - (k) Deputise for the Head of Equipment & Uniform as required.
8. The appointment is permanent and full-time working 5/7 days. Additional evening and weekend working may be required. The salary is £30,200pa (inclusive). The post-holder is required to give a minimum of two months' notice on resigning.
 9. The appointment will be subject to a security clearance.
 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

January 2022

Signature:- Date:-

