

Job Description: Head of Collections and Curation

Values and behaviours

You will embody all these as they are integral to our vision to ensure we connect people with place, curiosity and creativity. People are at the heart of everything we do.

You will be successful in the role through embracing and demonstrating:

- Initiative
- Innovation and creativity
- Openness and honesty, encouraging everyone to have a voice
- Team work
- Going the extra mile
- Developing the potential of the organization to grow

Responsible to: Chief Executive Officer

Responsible for: Collections Team

Key Relationships: Senior Curator & Collections Manager

Purpose of the role

1. Managing and supporting your team to encourage and develop their potential and to deliver a great visitor and stakeholder experience.
2. Manage and curate the collection across all three venues.
3. Develop a visual and live arts programme across all three venues and throughout the Borough of Scarborough.

Responsibilities of the role

- Develop a three-year strategy with the team to enable you to deliver in your area of responsibility.
- Duty management as required across sites.
- To support and develop your teams' talents to enable sustainability and develop knowledge and experience of the collections and wider remit of visual and live arts.
- Support the Head of Operations to drive the development of the visitor experience to ensure best utilization of the collection.
- Strategically maximise the use of the collection for the benefit of the visitor and drive increased sustainability.
- Manage and curate collections and exhibitions in all venues (Senior Curator).

- With the CEO develop both local, national and international connections that enhance the reputation of the organisation and develop new and exciting partnerships.
- Responsibility for visual and live arts.
- Deliver a visual and performing arts programme across all venues and in open spaces around the area.
- Ensure conservation of the collection.
- Ensure the organisation is fully compliant in terms of accreditation and other relevant industry standards.
- Drive and implement full electronic management system.
- Responsibility for attracting and supporting volunteers.
- Review current processes and develop and implement identified improvements where required.
- Measuring and monitoring performance delivery through robust and effective KPIS and targets.
- Develop and write funding bids.

Employee Specification

What are we looking for to really make a difference?

Skills, Behaviours and Experience	Essential	Desirable
Experience and demonstrable examples of ensuring people are at the heart of everything you do	X	
Experience of inspirational leadership with an ability to engage and inspire others	X	
Capable of using initiative to deliver the organisation vision	X	
Experience of developing teams who are enabled to use their initiative and develop ideas	X	
Experience of developing individual potential	X	
Experience of managing a collection and exhibitions	X	
Experience of developing a visual and live arts programme which drives visitor experience	X	
Ability to be hands on and strategic	X	
Creative thinker capable of thinking outside the box to problem solve and develop new services	X	
Ability and experience to have honest conversations and have sometimes perceived difficult conversations to move things forward	X	
Excellent verbal and written communication skills	X	
Experience of implementing and adhering to quality standards	X	
Experience of measuring and monitoring performance delivery through robust and effective KPIS and targets	X	
Managing financial budgets		X
Experience of attracting and supporting volunteers		X
Experience of developing and writing funding bids		X
Qualifications	Essential	Desirable
Degree in relevant subject	X	
Management degree		X