

# **CROYDON COUNCIL**

## **ROLE PROFILE AND PERSON SPECIFICATION**

**DIRECTORATE:**

Sustainable Communities, Regeneration and Economic

**DIVISION:**

Culture and Community Safety

**JOB TITLE:**

**Curator**

## ROLE PROFILE

<b>Job Title:</b>	Curator
<b>Directorate:</b>	Sustainable Communities, Regeneration and Economic
<b>Division:</b>	Culture and community safety
<b>Grade:</b>	Grade 9
<b>Hours (per week):</b>	36
<b>Reports to:</b>	Heritage Service Manager
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>• Volunteers</li><li>• Freelance and project staff</li></ul>
<b>Role Purpose and Role Dimensions:</b>	<ul style="list-style-type: none"><li>• To support the regeneration of Croydon town centre by providing outstanding, innovative and sustainable curatorial services</li><li>• To take responsibility for the management, care, security, development and access to Museum of Croydon collections</li><li>• To develop and implement policies and procedures related to collections care and development in compliance with Museum accreditation standards</li><li>• To plan, produce, maintain, promote and evaluate all temporary and permanent exhibitions</li><li>• To contribute to the Museum's recording, evaluation and reporting of activities</li><li>• To work closely with the Borough Archivist to provide holistic care for all Heritage Service collections</li></ul>
<b>Commitment to Diversity:</b>	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

**Key External Contacts:**

- Heritage Service users
- Partner organisations
- Community groups
- Creative and cultural organisations
- Schools and education providers
- Service providers and media agencies
- Third sector/voluntary organisations

**Key Internal Contacts:**

- Culture, Leisure and Library teams
- Other services situated in the Croydon Clocktower
- All Council departments and services

**Financial Dimensions:**

- To operate within the governance, financial and legal frameworks of the Council at all times
- Responsibility for delegated budgets, including those related to income from grants, sponsorship and sales of services
- Responsibility for raising purchase orders and invoices as appropriate

**Other Considerations:**

Some evening work may be occasionally required outside of these times.

Occasionally deputise for Heritage Service Manager, for example to attend meetings, respond to urgent museum queries or to update staff rotas and tasks during unplanned absence when the Heritage Service Manager is not available

**Is a satisfactory disclosure and barring check required?**

[\(click here for guidance on DBS\)](#)

No

**What level of check is required?**

**Is the post politically restricted**

[\(Click here for guidance on political restriction\)](#)

No

**Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974**

[\(Click here for guidance on ROA \)](#)

Yes

## Key Accountabilities and Result Areas:

### Collections Management

## Key Elements:

This will involve:

- Developing the Museum of Croydon collection, ensuring that the Heritage Service is collecting, cataloguing and telling a diverse range of stories representative of Croydon
- Ensuring that all elements of collections care, security, management, storage, conservation and security meet ACE Museum Accreditation and SPECTRUM 5.0 standards
- Designing short, medium and long-term plans to make improvements and develop the collection
- Providing access to collections by answering enquiries and facilitating visits
- Developing the collections management system, enabling access to this by Heritage Service colleagues, and producing an online catalogue function for the public
- Maintaining security of collections
- Monitoring and managing environmental conditions in exhibition and storage spaces
- Proactively escalating identified building issues to Facilities Management and working collaboratively with relevant services to identify solutions
- Writing, updating, disseminating and training staff in the Emergency Plan, and ensuring wider FM Council colleagues are also familiarised with the procedures
- Lead on collections and exhibitions insurance, policies, procedures and forward plans and the maintenance of them on a yearly basis
- Training and supervising of volunteers undertaking work with the collections including task setting and monitoring.
- Leading on decant, audits and major collections projects as required
- Work closely with Borough Archivist to share

resources and infrastructure within collections care and develop a programme of training for the wider staff team to ensure staff are sufficiently knowledgeable on accreditation standards to the level required for their role

## **Exhibitions Management**

This will involve:

- Leading on the design, production and care of a full, ambitious and varied temporary and permanent exhibition programme, co-community produced / developed as much as is practicable
- Ensuring exhibitions are accessible to all, intellectually, physically and socially, and reflect the demographics and interest of Croydon
- Devising effective evaluation for exhibits to feed into service plans such as the Forward Plan and to further revise exhibition programming
- Supporting community partners in hiring exhibition spaces for displays, and ensuring these are produced to a high standard
- Producing and managing short term contracts for freelancers and cultural partners to deliver projects and commissions
- Developing design proposals and content in line with the museum brand guidelines

## **Public engagement**

This will involve:

- Developing new and innovative ways of sharing the collection with the public
- Building and maintaining relationships with partners and stakeholders in the community to facilitate effective co-community curation practice and reach a broad cross-section of audiences
- Making the collection available to and supporting the Learning, Outreach, and Volunteer Co-ordinator and Visitor Experience Officers' use of collection
- Collaborate on the development of public programming and learning packs, and Heritage Service digital outputs
- Answering enquiries regarding collections and the history of Croydon
- Delivering talks at the Museum and in the Borough to community groups and the public to

- promote the work of the Heritage Service
- Working with the Volunteer Co-ordinator & Visitor Experience Officer and other council colleagues to produce and disseminate marketing material regarding collections and exhibitions

## Service Development

This will involve:

- Attending and representing the Heritage Service at Clocktower Building User Group meetings
- Preparing reports on impact and engagement outcomes
- Contributing to the development and execution of Heritage Service evaluations
- Contributing to the Heritage Service Forward plan, which will have town centre regeneration principles and ambitions at its core
- Taking responsibility for applicable areas of ACE Museum Accreditation, writing policies, plans and procedures
- Engaging with the museum / archive sector to take advantage of benchmarking, networking, training and skills-sharing opportunities which would benefit the Heritage Service
- Monitoring funding opportunities available to the Heritage Service, to lead on applications
- Proactively contribute to the marketing and promotion of the heritage service including through proposing content for social media and opportunities for audience engagement
- Work collaboratively as part of one heritage team to inform the development and ensure successful delivery of the heritage service programmes of work. This includes public programmes, exhibitions, promotion, outreach, volunteer engagement collections care and development.

## Intra-council Activity

This will involve:

- Keeping abreast of Council regeneration strategies, schemes and updates
- Representing and the Heritage Service within the Council, raising its profile internally

- Building relationships within the Council by working closely and collaborating with other departments on relevant activity such as Culture Croydon, Library Services, Public Health, Education etc., demonstrating the importance and relevance of the Heritage Service and collections.

## Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Contribute as an effective and collaborative team member**

This will involve:

- Gaining a thorough understanding of the roles of colleagues within the Heritage Service, and ensuring up-to-date knowledge of projects to be able to answer basic enquiries in case of colleague absence
- Working collaboratively with services, staff and managers to develop workable and innovative solutions to complex problems as a means of increasing efficiency, improving the delivery and reach of the programme to residents and partners
- Undertaking training as required for the role
- Participating in the development, implementation and monitoring of programme plans
- Championing the professional integrity of the service
- Attend and contribute to team and service meetings

### **Equalities and Diversity**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

### **Health and Safety**

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.



# Person Specification

## Job Title:

Curator

## Essential knowledge:

- Understanding of ACE Museum Accreditation scheme, ability to take responsibility for relevant procedures, policies and plans
- Health & Safety for staff, volunteers and visitors in a public setting, particularly around safeguarding of children and vulnerable adults
- Comprehensive knowledge of museum collections management, security, conservation and display best practice
- Knowledge of SPECTRUM 5.0 standards

## Essential experience, skills & abilities:

- Experience of working in Museums, Archives or wider heritage sector
- Experience with designing and producing temporary and permanent exhibits to a high standard
- Strong research skills, with the ability to collate information and produce accurate and accessible interpretation for a variety of audiences
- Experience of the loans process, as a lender and a borrower
- Understanding of barriers to accessing / engaging with museums and heritage
- Excellent team working skills, and a willingness to step in for colleagues across the Heritage Service
- Experience of public speaking, providing talks, tours and recordings
- Experience using and developing a collections management system
- Experience of providing public access to a heritage collection
- Commitment to the Council's core value and objectives
- Understanding of and commitment to equal opportunities
- Excellent communication skills (written and verbal), and the confidence to act as an advocate for the Heritage Service
- Strong analytical and critical thinking skills and ability to design strategies to meet Heritage Service objectives
- Strong project management skills
- Ability to balance a varied and dynamic workload with multiple dependencies
- Strong problem-solving abilities
- Demonstratable engagement with Heritage sector through relevant memberships, ongoing CPD
- Ability to write comprehensive and tailored risk assessments
- Ability to track and manage budgets

**Desirable  
experience/skills:**

- A degree in Museum Studies, Arts Management, or a related field
- Familiarity with the history of Croydon, and willingness to build upon this
- Experience with small museum / heritage services, and / or local authority context
- Experience with co-community curation / production
- Experience writing applications for funding applications