

Kent County Council
Job Description: *Museum Curator*

Directorate	Growth, Environment & Transport
Unit/Section	Libraries, Registration & Archives
Grade	KR 9
Responsible to	Service Manager – Area

Job Purpose

Take responsibility for the day to day management of the museum. Ensure high standards of collection care. Develop opportunities to promote the collection as part of the Kaleidoscope Programme of events, activities and exhibitions.

Accountabilities

1. Ensure that the appropriate standards of documentation and collections care are met.
2. Take a lead role in providing information, advice and guidance about the museum collection for customers.
3. Work with key stakeholders and key partners to promote the collection through managing and delivering a varied programme of events, activities and exhibitions.
4. Managing the team of volunteers, ensure training is in place where required. Identify and develop opportunities for volunteers to be involved in museum activities, exhibitions and collections care.
5. Protect the health, safety and welfare of staff and others using our premises by ensuring that all relevant health & safety policies and security procedures are complied with, including risk assessments, and taking appropriate actions to minimise any risks.
6. Display active commitment to a customer focused service by placing the customer at the heart of every aspect of our work. Engage directly with customers in a friendly, helpful manner, contributing to public involvement and achieving the best possible outcome for the customer.

7. Ensure the Museum meets required accreditation standards in all areas, including maintaining all documentation and statistics required.
8. Investigate ways that museum could be funded e.g. funding from parts of KCC, external funding including grants and where appropriate completing and submitting bids for external funding sources.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Museum Curator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

CRITERIA	
Qualifications	Educated to postgraduate level in a relevant subject or can demonstrate equivalent level of knowledge and experience.
	IT literate and competent in the use of Microsoft Office.
Experience	Experience of engaging with customers and dealing with enquiries in a museum environment.
	Experience of using museum collections to develop and promote services, including the use of social media. This should include managing and delivering programmes of events, activities and exhibitions.
	Experience of managing museum collections and experience of using a collections management database
	Experience of promoting equality among staff and members of partnerships, and of the delivery of customer services responsive to the diverse needs of our customers.
Skills and Abilities	Able to converse at ease with the public, answer questions and provide advice. Able to provide advice, guidance and training to help staff and partners.
	Able to manage a complex workload and prioritise effectively in order to meet deadlines and work effectively with only minimal supervision.
	Contribute to collective problem solving and creative thinking.
	Actively promotes an inclusive culture of equal opportunity and access for all. Ability to interpret and share complex information for a range of audiences.
Knowledge	Excellent knowledge of national initiatives, accreditation processes and policies relating to the development of services in museums.
	Understands and is able to implement all health & safety legislation and policies e.g. risk assessment and monitoring the implementation of policies.

**Kent Values
and
Cultural
Attributes**

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making