Portsmouth CITY COUNCIL

Curator of Natural History

Salary: **Band:** 8, £37,562 - £40,443 per annum

37 hours per week

Office attendance is required minimum 2-days a week for fulltime staff, this remains flexible, subject to business needs.

Location: Portsmouth Natural History Museum but you will be expected to work across the City.

The Service

Portsmouth Museums & Visitor Services are responsible for the care of the city's museum collections, comprising some 500,000 items that document the history and culture of the city. Making them accessible to both residents and visitors.

The service operates six museum sites – The D-Day Story, Southsea Castle, Charles Dickens' Birthplace, Portsmouth Natural History Museum, Portsmouth Museum & Art Gallery and Eastney Engine Houses. A range of audience development initiatives ensure that people from communities across the city and beyond have access to and are able to benefit from the collections we hold.

We are:

• Champions of Portsmouth's history and culture
• Welcoming, inclusive and community driven
• Listening to and engaging with our audiences
• Resourceful and focused on sustainability
• Passionate, inspiring and thought provoking

Our vision is to connect culture, communities and collections, creating links with our past and raising aspirations for the future.

What is the role?

Reporting to the Collections Manager, the Curator of Natural History is responsible for the care, development and promotion of Portsmouth Museums' significant natural history collections. There are around 119,000 specimens in the natural history collections including entomology, taxidermy, herbarium, fossils and rocks. The postholder has curatorial responsibility for Portsmouth Natural History Museum, including managing conditions of the Zoo Licence for the Butterfly House. The Curator acts as an advocate for their collections and sites leading initiatives that improve access, increase engagement, and enhance understanding of Portsmouth's heritage.

The Curator is responsible for developing, supporting and delivering exhibitions, displays and public programmes whilst aligning with strategic priorities. You will ensure that collections and heritage sites are accessible through research, cataloguing, interpretation, talks tours and digital engagement. The Curator is responsible for developing collections through acquisitions and rationalisation projects, ensuring all activity aligns with museum accreditation guidelines. Working collaboratively across the museum service, the postholder will maintain high standards of collections and heritage site care, presentation,

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documentation and governance. You will oversee loans relating to your specialist collection area and provides professional advice on the management and use of collections.

You will also support community engagement and participation by contributing to outreach programmes, co-creation projects, volunteer activities and placement opportunities. Where appropriate, the role includes supervising volunteers and line managing staff. In addition, the postholder contributes to wider service and council objectives, including income generation, fundraising and funding applications. The role requires the development and maintenance of strong professional relationships and partnerships at local, national and international levels, promoting the museum service and enabling knowledge sharing, collaboration and sector engagement.

This role will require working occasional evenings and weekends.

Who is the person?

You need:

1. Specialist knowledge of natural history or a related discipline. Degree level qualification in a relevant subject or equivalent professional experience.
2. Experience of undertaking and sharing specialist knowledge and research with different audiences.
3. Good working knowledge of collections care, documentation and best practice standards including managing acquisitions, disposals, and loans.
4. Experience of developing and delivering projects, exhibitions and events on time and within budget. The ability to plan and prioritise workload effectively is required for the role as well as the ability to work across multiple projects.
5. Ability to work independently and as part of a team, and to perform effectively under pressure.
6. An understanding of health and safety in working with collections.
7. Experience of managing staff and or volunteers.
8. Experience of fundraising or contributing to funding bids.
9. Experience of using museum collections to engage diverse audiences through exhibitions, programming and outreach.
10. Commitment to equality, diversity and inclusion and an understanding of audience needs.
11. Experience of responding to enquiries and providing access to collections for the public and researchers.
12. Excellent communication, negotiation and influencing skills, engaging a wide range of audiences and stakeholders. The ability to converse at ease with public and provide advice in accurate spoken English is required for the role.
13. Strong partnership working skills, with experience of building effective networks.
14. Flexible and adaptable with the ability to travel between sites within the city.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.