



## **Collections Manager**

**Salary: Band:** 11, £45,718 - £49,764 p.a.  
37 hours per week

### **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 – and for 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 and Art Gallery & Eastney Beam Engine House. 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?**

The purpose of the role is to ensure that Portsmouth Museum's collections are cared for, managed and curated in line with Spectrum and Accreditation standards. The postholder will lead and manage the collections team to conserve, develop and curate our collections. You will direct and inspire your team to improve accessibility and promotion of our collections to ensure their long-term preservation.

This role requires strong leadership and project management skills and a passion for cultural heritage to foster meaningful connections between collections and our local communities.

This role will work across two of our key cultural services, Museums and the Library & Archives (80% of time to be spent with the Museums service).

Occasional Weekend and Evening working may be required.

### **Key responsibilities:**

To take a leadership role in the senior management team of the museum service and library and archive service, working collaboratively with the heads of service and deputising for the head of the museum service when required.



As part of the role, you will review the collections Portsmouth Museums hold and their catalogue status, creating an action plan with each curator to improve the accessibility of all the collections.

Take a holistic review of storage, working with the curators and head of service, you will be responsible for creating and implementing a 5-year plan to improve the storage for all our collections.

Lead, manage and inspire the collections team to manage, care for and curate the collections, including cataloguing, research focus, collections development, review and rationalisation and loans programmes.

Lead responsibility for overseeing the management of the main museum store and all collection storage areas across all sites.

Develop and regularly review policies and procedures on collections management, including monitoring the safety and condition of the collection to Benchmarks standards, and recording all collections activity, ensuring that all legal and statutory requirements are met.

Work closely with the Museums senior leadership team to develop a programme that drives audiences and engages and inspires local communities.

Contribute to the cross-service strategic work of the service, including the scoping of historic collections with the Senior Archivist, including the Doyle and Charles Dickens collections and The News Photographic Archive.

Working collaboratively with the Senior Archivist and the Portsmouth History Centres Moderns Records team to broaden understanding of the collections, creating a succession plan for the department.

Coaching and mentoring Level 7 Archivist/Records Manager apprentices.

Provide effective and inspiring leadership to the collections team and colleagues, embedding and emulating the council's core values.

Support the collections teams to research and generate proposals for fundraising, exhibitions, projects and commissions that will generate diverse audiences and ensure the collections are part of the vision.

Support the head of service and be key to developing and nurturing existing partnership and developing new relationships.

Contribute to organisational sustainability and growth, ensuring opportunities for income generation are identified, developed and maximised, including developing funding bids and supporting commercial activities such as retail linked to collections.

Build strong relationships with other teams across Museums, Library & Archives and the wider Culture, Leisure and Regulatory Services directorate.

Work with partners, across the city and beyond.

Represent the Museum Service and Library & Archive Service at local, regional, national and international events when necessary, attending launches, meetings and events associated with the programme.

### **Who is the person?**

You need:

1. A professional knowledge of the national heritage and museum sectors and the issues, standards and best practice required for accreditation through Arts Council England.
2. To be passionate about history and the need to share heritage, connecting people with the past to inspire future generations.
3. A knowledge of funders/stakeholders such as Arts Council England and the National Lottery Heritage Fund and experience of writing grant bids.
4. A good knowledge and understanding of key issues within collections management, including contemporary collecting, decolonisation and democratisation, as well as intellectual property and copyright.
5. To be able to follow and maintain a comprehensive understanding of health and safety regulations, including COSHH regulations. Ensure risk assessments and COSHH are kept up to date.
6. Extensive experience of leading and managing a team; building team cohesion against complex challenges; developing teams and embedding Council's values and inspiring and empowering staff.
7. A degree or post-graduate qualification in a relevant arts/humanities subject or equivalent experience.
8. Have excellent communication and organisation skills, with the ability to use Microsoft Office packages. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
9. A track record of working at a senior level within a museum and archives context.
10. Experience of managing museum collections, including acquisitions and disposals, loan programmes, documentation, cataloguing, digitisation and storage, in line with accreditation and industry standards.
11. Senior curatorial experience gained within a museum, archive or gallery.
12. A proven track record of working with collections, including the improvement of storage, setting standards of care in accordance with accreditation and Spectrum standards.
13. Experience of effectively managing projects and workflows, with a proven track record of ability to work with competing priorities.
14. A full driver's license is required as you will be moving collections around different sites and in some instances across the county.
15. To be committed to equality, diversity and inclusion.
16. Have experience of working in a local government setting with understanding of political sensitivities relating to the collections, events and activities is desirable.
17. Have a knowledge of and contacts in the wider cultural sector would be desirable.

### **Additional information:**

**How to apply:** When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points in the profile with the use of examples from your experience.

## **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

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