



## The West House and Heath Robinson Museum Trust Job Description

Job Title: Curator

Location: Heath Robinson Museum, Pinner

Contract: Permanent

Reports to: Museum Manager

Direct Reports: Collection Volunteers, Assistant Curator (NB this role will be deleted November 2024)

Salary: £22,400 – £24,000 pa (£28,000 - £30,000 FTE)

Hours: 32 hours per week

Start Date: April 2024 (negotiable)

### **Background**

William Heath Robinson is an artist of international standing whose work is integral to the fabric of British cultural heritage. The Trust's collection is the only significant holding in public ownership. The Museum holds over 1000 items in its collection and is a centre for the understanding and appreciation of his life and work and a base for the study of illustration as an art form. The Museum contains: a collection store, research space and workshop; a permanent exhibition of the life and work of William Heath Robinson; a gallery for temporary exhibitions; and an activity room for visitors and education groups. The Museum conserves a collection of national importance; seeks to improve the accessibility of that collection; generates revenue to support the ongoing conservation and use of the collection. An ambitious activity programme informs, inspires and entertains people from all parts of the local community and reaches audiences at regional, national and international levels.

### **Collection and Exhibitions Team**

The C&E Team realises an ambitious programme of temporary exhibitions, including the production of catalogues to accompany these. It is also responsible for the care of the William Heath Robinson Trust's (WHRT) collection of original artwork and related letters, ephemera, publications and artefacts. It maintains a Modes collection management database and records of loans to and from the museum. The C&E team is currently composed of a volunteer Curator, Assistant Curator (0.8), volunteer Registrar and a small team of volunteers. We are now looking to appoint a paid Curator, with the Assistant Curator role being deleted November 2024 to make this feasible.

## **Role**

The new Curator would sit on the Museum's Management Board and be involved in site-wide decision making and realising the aims of the Trusts. We are looking for an innovative and creative individual with a strong background in heritage art collections to safeguard, develop and improve access to our collections, and create compelling exhibitions that will encourage new audiences while continuing to inspire, inform and entertain our regular visitors. As a new paid role this is an exciting opportunity to build on the existing foundations laid by our current volunteer Curator.

## **Duties & Responsibilities**

- Create exhibitions alongside the volunteer team, including working with lenders and art institutions, the organisation of transport and insurance, creating exhibition content and conducting research
- Devise the exhibition programme in consultation with the C&E committee
- The production of catalogues for special exhibitions
- Arrange a programme of talks to accompany exhibitions
- Liaise with the Retail team on merchandise to accompany special exhibitions
- Evaluate exhibitions in conjunction with the Museum Manager and Evaluation Committee to ensure that activities meet the needs of visitors and improve our offer
- Registrarial duties
- The development and promotion of loan exhibitions drawn from the WHRT collection
- Provide guidance or talks to group visits
- Conserve, care for & advise WHRT on development of the collection
- Write, review and implement curatorial policies and procedures in line with Accreditation and other museum & gallery standards
- Liaise with other teams and with other museums and galleries
- Manage the C&E team which currently includes an Assistant Curator, volunteer Registrar, and a small team of volunteers
- Chair the C&E committee which includes the C&E team, Museum Manager, Learning team
- Liaise with the Museum Manager to make sure the Museum is efficiently run and its collections are properly protected and safeguarded, helping to ensure that it maintains consistently high standards and adheres to industry best practices
- Liaise with and report to the William Heath Robinson Trust as necessary, including attending WHRT meetings (currently 2-3 times per year)
- Attend monthly Management Board meetings (currently online)
- Apply for grants related to collections and exhibitions activities
- Identify opportunities for income generation relating to the collection
- Deal with calls and enquiries related to the collection quickly and efficiently

## Person Specification

### Essential

- Degree in a relevant subject such as Art History, Theory or Practice, Museum Studies, or extensive equivalent experience
- Experience of collections management
- Experience working with historical art collections
- Demonstrable experience of arts administration
- Excellent organisation skills and impeccable attention to detail
- Good proven computer skills with experience of Microsoft Office
- Experience leading teams of volunteers or staff
- Quickly find your feet in a fast-paced work environment
- Excellent verbal and written communication skills
- Good negotiation skills and the ability to handle sensitive situations with diplomacy
- Understanding of museum and gallery standards, policies and best practice
- Ability to develop audience range and potential
- Ability to create innovative and engaging interpretation, and be active in broadening curatorial boundaries

### Desirable

- Experience of Modes collection management database
- Experience of publishing in print and/or online
- Experience of writing grants for collections and exhibitions projects
- Postgraduate degree in a relevant subject

## Other Information

Annual leave entitlement is 23 days, including Bank Holidays, taken by mutual agreement with the Museum Manager (Full-time equivalent 28 days).

A staff appraisal system is used, with a performance review annually.

The post is subject to 6 months' probation.

Two months' notice of resignation must be given.

### **To apply:**

Please fill out an application form and email to [manager@heathrobinsonmuseum.org](mailto:manager@heathrobinsonmuseum.org)

Application forms can be found at <https://www.heathrobinsonmuseum.org/staff-vacancies/>  
CV's will not be accepted

Closing date for applications: Monday 5<sup>th</sup> February 2024, 12 noon

Interview date: Wednesday 21<sup>st</sup> February 2024