



**SOCIETY OF
ANTIQUARIES
OF LONDON**

Museum Collections Manager

Job description

Job title:	Museum Collections Manager
Location:	Burlington House, London
Hours:	35 hours per week
Reporting to:	Head of Library and Collections
Key relationships:	<ul style="list-style-type: none">- Researchers and visitors to the museum collections- Fellows of the Society- Staff at Burlington House - Library staff, Security Manager, Communications Manager- Staff at Kelmscott Manor – Heritage Manager (Visitor Experience & Collection)
Salary:	£24,846 - £31,058

Overall purpose of the job

- To manage the museum collections to best professional standards in the most effective way possible, ensuring appropriate care, storage and documentation and to make the collections accessible to the public through displays, temporary exhibitions and loans.
- To assist the Head of Library and Collections in maintaining, reviewing and updating museum collections policies and plans, and to prepare Accreditation returns.
- To develop the collections as a research and educational resource, increase and facilitate access so the museum collections contribute to the Society's aim for broader public engagement with its collections and activities.
- To advocate for the museum collections within the wider organization in the context of forward planning and strategic development.

The role is focused on the collections at Burlington House but liaises with the Heritage Manager (Visitor Experience and Collection) at Kelmscott Manor on Society wide collections management activities and administers loans from the Kelmscott Manor collections.

The Museum Collections Manager is part of the Library and Collections team.

Main areas of responsibility

To undertake all aspects of collections management, including collections care, conservation, documentation, access, interpretation, presentation and loans.

Collections care and conservation

Manage all aspects of preventative conservation, including environmental management, light monitoring and pest management.

Manage the conservation of objects, including producing condition reports, commissioning conservation surveys, assessing conservation method statements, scheduling and supervising freelance conservators, maintaining conservation records and reports.

Manage museum collections storage areas.

Manage and plan the safe movement of objects.

Liaise with the Security Manager on the security and safety of collections on display and in store.

Assist the Head of Library and Collections to maintain a disaster management plan for the library and collections at Burlington House.

Loans

Manage loans (long & short term) of items from the library and museum collections at Burlington House and Kelmscott Manor, including preparing loan requests for the Library & Collections Committee, administration, loans documentation, condition surveys, supervision of conservation, packing, transport, and couriering.

Documentation

Manage all collections documentation and records in both paper and electronic formats.

Manage the collections management system (Mobydoc MicroMusee) and continue to enhance collection records.

Collections access

To respond to enquiries about the museum collections including image requests and maintaining records of these enquiries.

Manage museum visitors to the Burlington House collection, advise and assist with research visits, and supervise the use of the Museum Room.

Organise and promote research into the Burlington House museum collection.

Pro-actively use social media to promote the collections and engage audiences, working closely with the library staff and Communications Manager.

Manage collaborative partnership and digital projects based around the museum collections.

Interpretation and presentation

Develop information for the public about the Burlington House museum collection, both in print and electronic format.

Maintain a programme of displays in the public spaces at Burlington House, in collaboration with library staff.

Participate in the development, planning and delivery of temporary exhibitions and associated activities at Burlington House which increase access to the collections and engage new audiences.

Promote and present the museum collections through talks, presentations, displays, tours and events at Burlington House and elsewhere.

People management

Manage volunteers and student placements assigned to the museum collection.

Provide training in collections care and management activities to staff and volunteers.

Financial responsibilities

Be responsible for budget allocated to collections management including preparation of an annual budget and operating within agreed budget.

Society wide

Attend the Library and Collections Committee and produce and present papers when required.

Assist the Head of Development in preparing grant applications for the benefit of the collections and to support the Society's fundraising activities.

Work with the Communications Manager in using the museum collections to support communications activities.

Promote the profile of the Society and be an effective advocate of the Society and its objectives.

PERSON SPECIFICATION

Essential	Desirable
Training, Experience, Qualifications	
Degree in relevant discipline	Good knowledge of British history, archaeology or art, and interest in cultural heritage
Museum Studies or equivalent at MA level	AMA Evidence of continual professional development
Knowledge and experience of working with recognised standards in collections management, such as SPECTRUM	
Experience of managing historic collections (minimum 3 years)	Experience of managing mixed collections
Experience of working to Accreditation standards	Experience of preparing applications for Accreditation and Accreditation returns
Experience of developing and implementing collections management plans (minimum 1 year)	
Experience of museum collections management systems – maintenance and development	Experience of Mobydoc Micromusee. Experience of migrating to a different platform
Experience of loans management, including loans overseas	
	Experience of image management and copyright issues
Knowledge and Skills	
Thorough, professional and practical knowledge of collections management	
Excellent knowledge of conservation and preservation issues	
Attention to detail and an eye for the display and presentation of objects	Experience of preparing permanent displays and temporary exhibitions
Meticulous in maintaining accurate documentation and records	
Excellent organisation and planning skills	
Experience of project management and delivering projects on time	
Manages budgets effectively. Demonstrates a reasonable attitude to available resources and uses them efficiently and effectively	

	Experience of digitisation projects
Good ICT skills for PC and other technologies	
	Knowledge of health & safety legislation and experience of producing risk assessments
Interpersonal skills	
First class interpersonal skills to build good working relationships with colleagues, enquirers and researchers	Experience of managing volunteers and interns
Excellent verbal and written communication skills	
Uses own initiative	
A pragmatic and hands on approach	
Ability to work calmly under pressure and manage conflicting priorities.	
Keen to develop new skills	
Particular circumstances to this post	
Willingness and ability to undertake all aspects of collections management responsibilities	
Able to travel in the UK and overseas to accompany objects on loan	
Keeps up to date with current professional practice	Engages with relevant subject specialist and museum networks
Physical/Health Requirements	
Physically fit and able to lift and carry within published health and safety guidelines on manual handling.	