



## COLLECTIONS MANAGER, RAVENGLASS RAILWAY MUSEUM

**Location** – Ravenglass, Cumbria, CA18 1SW

**Hours** – 16 hours per week. It is envisaged that a degree of flexible working will be required to cover meetings, events, training etc.

**Salary** – £12,000

**Duration** – Permanent (with 6 months probationary period)

**Background** - Ravenglass Railway Museum reopened in June 2017 after a comprehensive Lottery-funded redevelopment overseen by a Project Manager, a position which has now ended and will be succeeded by the new Collections Manager role. In 2018 the Museum received an outstanding achievement award from the Heritage Railway Association and was awarded full Accreditation status by Arts Council England. The role of the Collections Manager will be to maintain these high standards by managing the museum's collections and exhibitions including meeting Accreditation criteria; maintaining exhibits; overseeing recruitment and work of volunteers; development of education/schools programmes and liaising with our partner attraction, Ravenglass & Eskdale Railway Co., for spending and budget control, events planning and marketing.

### Key Responsibilities

- Collections management including cataloguing, auditing, environmental monitoring and conservation programmes adhering to SPECTRUM criteria.
- Working with the Museum Curator to ensure collections development in accordance with approved policies including liaising with R&ER Co. and members of the public for acquisition of small objects (e.g. papers etc.) and large objects (e.g. representative redundant rolling stock)
- Monitoring and updating museum procedures to maintain accreditation standards.
- Facilitating research access to archive whilst maintaining correct archive standards of storage and reproduction.
- Liaising with R&ER Co. regarding budget control and reporting relating to museum costs and purchasing.
- Management of volunteers including recruitment, training and attendance.
- Liaising with R&ER Co. Marketing Officer to promote the museum via events, media, and social media.
- Managing Community Exhibition Gallery including programming displays and liaising with participating groups.
- Managing the development of the schools' education programme, liaising with R&ER Co. for promotion and delivery.

## PERSON SPECIFICATION

### Qualifications

- Relevant degree or equivalent experience in related professional discipline.
- Further training or experience of Museum management.
- Familiarity with MS Outlook/Office Suite/Museum CMS/Web and Graphics programmes.

### Knowledge

- Knowledge of museum operation and collections management (to include cataloguing, auditing and conservation programmes adhering to SPECTRUM criteria and Arts Council Accreditation standards)
- Detailed knowledge of budget and office management and knowledge and experience of delivering to deadlines and external criteria.
- Knowledge of funding sources and grant funding processes and procedures.
- Knowledge of, or experience in relation to, the National Curriculum.
- Appreciation of the history of the Ravensglass & Eskdale Railway.

### Relevant Experience

- Understanding of maintenance of museum artefacts, exhibits and building fabric.
- Experience of managing groups of people, project management, or office/facilities and budget management.
- Presentation and/or teaching or instruction experience.

For further information or to discuss the role contact David Rounce, Project Manager, Ravensglass Railway Museum, [davidr@ravenglass-railway.co.uk](mailto:davidr@ravenglass-railway.co.uk), 01229 717171, [ravenglassrailwaymuseum.co.uk](http://ravenglassrailwaymuseum.co.uk)

To apply send a CV and covering letter outlining your experience and suitability for the role to

Rachel Mather - [RachelM@lakedistrictstates.co.uk](mailto:RachelM@lakedistrictstates.co.uk)

Deadline for submissions 5pm on Tuesday 30<sup>th</sup> April.

Interviews will be held on Monday 13<sup>th</sup> May.