



Museum Development Officer

Job title	Museum Development Officer
Location	Krowji, Redruth, Cornwall TR15 3AJ (Krowji is an accessible venue)
Salary	£28,000 + 4% pension, essential travel allowance and cycle to work scheme available. 25 days annual leave plus statutory bank holidays
Hours	37.5 hours per week – flexible working available
Contract type	Permanent
Reporting to	Collaborative Programmes Manager

Who we are

Cornwall Museums Partnership (CMP) is an independent charitable incorporated organisation, formed in 2015 to provide leadership for Cornwall's museums; to support them, represent them and give them a voice. We are a sector-leading charity which is not afraid to think differently and respond to the museumscape around us, rather than wait for wisdom from "up the line."

Our purpose is to create positive social change with museums. Our distinctiveness comes from our location; we are Cornish and rural. These are important characteristics and fuel our appetite to lead from the edge and act as a catalyst for new ideas and practice.

Our values drive the way we work; they describe how we will make our vision real. We are:

- **Collaborative:** we believe that collaboration provides fertile ground for the flourishing of inventive and resourceful practice. We listen and form genuine partnerships which are built on mutual understanding and respect;
- **Innovative:** we seek new solutions and think differently. We pioneer new ways of doing things, and set high standards in everything we do;

And we are:

- **Inclusive:** we respect and value multiple perspectives. We are committed to creating and maintaining an environment that respects diverse traditions, heritages, and experiences and is inclusive for everyone.

We are based in Krowji, Redruth.

Why Museums Matter

At their best, we think museums help us to explore some of the most fundamental questions about who we are and our place in the world. Museums help people look at the world through other people's eyes. They can provide a space to develop new skills, boost confidence and provide a focal point for communities, bringing people together, promoting wellbeing and tackling loneliness.

Cornwall Museums Partnership exists to invigorate museums and inspire the wider cultural and charitable sectors. We bring new ideas, new connections, new practice and new resources which we are keen to share and can be of benefit to a wide range of people and organisations.

Vision

We want to be recognised nationally and internationally as a pioneering model of collaborative leadership which promotes innovation and resilience in the museums' sector and beyond. We want to shift the dial in terms of the impact and value museums create. By working in partnership with museums we want to help them to use their collections to foster happy, healthy and prosperous communities where heritage is valued and celebrated.

Activities

There are three aspects to our services which will help us achieve our vision:

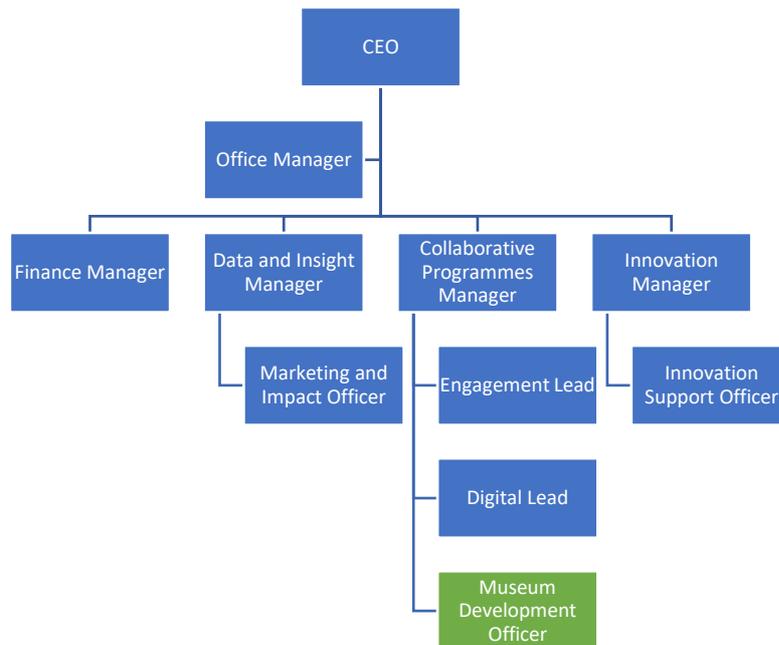
1. **Commissioning programmes** in museums which help them to engage with more people and become more sustainable and resilient
2. **Brokering partnerships** between museums and the private, public and voluntary sectors to help them access new skills, resources and markets
3. **Providing excellent training and support services** which provide effective solutions to key challenges, question 'business as usual' and result in a skilled, networked, confident and happy museum workforce.

Job Purpose

The purpose of the role is to provide high quality professional advice to museums across Cornwall and to support them through a programme of training and skills development in a wide range of areas from collections care and documentation to governance and business planning.

The Museum Development Officer will develop highly effective relationships with the museum and heritage sector and other stakeholders including local and regional organisations by working to agreed outputs and outcomes as informed by the Cornwall Museums Strategy and the SW Museum Development Programme.

The Museum Development Service in Cornwall is funded by Arts Council England SW Museum Development Programme and Cornwall Council.



Main Duties

1. Deliver a high quality advisory service to support museums in maintaining Accreditation standards including working with the SW Technical Advisory Service
1. Provide support to museums to help them develop financial resilience
2. Develop a culture of seeking external funding in community museums
3. Ensure that appropriate visitor consultation and data is being recorded and used by museums and support regional data collection approaches
4. Identify and work with museums seeking to develop their audiences
5. Coordinate CMP's museum training programme, ensuring that it meets the needs of the museum community and aligns with the SWMD regional Museum Skills programme
6. Contribute to the development of the Cornwall Museums Strategy and the CMP business plan
7. Provide a workplan for approval to SWMD

8. Report to the CMP Board, Cornwall Council and SWMD monthly/annually or as required
9. Develop a culture of peer led training support through visits, sharing skills and sector networks
10. Support the development of volunteer management in association with partner organisations
11. Continue to encourage diversity for volunteering including young volunteering
12. Maintain accurate contact records for museums in Cornwall and operate the CMP and SWMD client relationship and reporting systems
13. Support the development and implementation of SWMD services in Collections, Digital, Audience Insights and Volunteer themes by working with the thematic officers at SWMD
14. Participate in the SW Museum Development Officer network with regional and national partners
15. Manage the Museum Development budget within agreed parameters
16. Lead on the annual Cornwall Heritage Awards event to celebrate the achievements of museums in Cornwall and to raise their profile
17. Undertake any other duties commensurate with the post that shall from time to time be determined by the CEO
18. Taking responsibility for health and safety of self, colleagues, visitors and contractors, completing accident and incident reports as and when applicable

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the project. You will also be required to be flexible and adaptable with respect to your role and you can expect that Cornwall Museums Partnership offers you the same commitment in return.

Person Specification

Essential

- Commitment to the values of Cornwall Museums Partnership (Collaboration/ Inclusion/ Innovation)
- Extensive experience in museums to include curatorial experience
- Excellent understanding of 21st century museum practice
- Working knowledge of the Museum Accreditation Scheme
- Demonstrable ability to prioritise and manage a diverse and time critical workload to deliver results

- Experience of putting the principles of equality and diversity into practice in a museum environment
- Self-motivated and able to work with minimal personal supervision
- Proven track record of project management, including programme monitoring analysis, performance and management reporting information
- Excellent communication and interpersonal skills, personal credibility and authority in working effectively to develop and maintain productive relationships with colleagues and external contacts with a broad community of interests
- Experience of designing and delivering training and skills development programmes
- Knowledge of fundraising and funding available to museums. Experience of working on grant funded projects
- Able to meet the travel requirements of the role working with museums across Cornwall and occasional travel outside Cornwall
- Experience of working with volunteers and volunteer led museums
- IT literate including Microsoft Office packages and competent user of social media
- Commitment to self-evaluation, ongoing learning and professional development

Desirable

- Knowledge of the museums sector in Cornwall
- Experience of using Civi-CRM or similar
- Familiarity with the principles of the regional and national Museum Development programme for England

How to apply

Deadline for Applications: **5 pm Monday 8th June 2020**

Interviews will take place either via video call or at Krowji, Redruth on Thursday 18th June 2020.

Please send a completed application form Karen Little at

karen@cornwallmuseumspartnership.org.uk by 5pm on Monday 8th June. Please let us know if you have any access needs. It is important to us that our application process is accessible to all.

We welcome calls/ contact from prospective candidates. If you have a question about the role, please do get in touch on 01209 500 750 or contact Emmie at

emmie@cornwallmuseumspartnership.org.uk