



Job Description and Person Specification

| | |
|-------------------------|--|
| Post: | Community Curator |
| Location: | Primarily based out of the Workhouse Museum, but with work across all three sites in Ripon plus some travel across the North and West Yorkshire plus the Teesside Region |
| Salary: | 25,000 pa |
| Hours of work: | 37 hours per week. Some evening or weekend work will be required |
| Post length: | Permanent |
| Responsible to: | Director |
| People Responsible for: | Curatorial Volunteers, Lead Gardener |

Job purpose, duties and responsibilities

The Ripon Museum Trust was established in 1982 and runs three museums in the heart of Ripon. The Workhouse Museum, Prison and Police Museum and Courthouse Museum are all situated in historic buildings and tell the story of the buildings themselves, the people who lived and worked there, and the history behind how these institutions came to be. We show all aspects of law and order, justice, crime and punishment, poverty and social justice combined into one place. **Our vision** is to use our heritage assets to inspire people to seek a fairer society. We have 9fte paid staff and a volunteer team of over 100 – with a committed and skilled curatorial volunteer team.

Ripon Museum Trust (RMT) is committed to inclusivity and working with communities to improve mental health and wellbeing, reduce loneliness amongst older people and inspire young people. Cultural assets, historic collections, our heritage sites and gardens and the creative experiences they offer can have a deep and lasting effect on places and the people who live in them. The purpose of the Community Curator is to ensure that RMT and all its heritage assets are being used most effectively to deliver these core principles and thus achieve our overarching Vision that people thinking about our themes will seek a fairer society.

The Community Curator will:

1. work with the Senior Management Team (SMT) and all relevant stakeholders to develop and evolve an effective Inclusion and Engagement Strategy for RMT to make its cultural heritage assets accessible, to help to shape local cultural provision and implement co-curation/co-production strategies.
2. develop an understanding of the needs and interests of local and specialist communities, key stakeholders and agencies and will use that intelligence in conjunction with SMT for the measurable benefit of those communities.
3. work with the whole RMT team to develop and sustain partnerships with a range of organizations including; local education providers, FE/HE, libraries, health care, the criminal justice system, voluntary sector, arts organizations to plan and deliver joined-up cultural and creative programmes.
4. work with communities, key stakeholders and the RMT team to co-produce an exciting and innovative exhibitions, art commissions, indoor and outdoor events and activities, digital content, performance and publications etc based on identified needs and interests.
5. co-curate an Interpretation Plan for the three sites that deepens audience engagement and delivers on the Arts Council's 'Investment Principles' and supports RMT's 'Inspiration for a Fairer Future' Lottery funded project.

6. facilitate a consultative, outward facing approach to co-production and co-curation; supporting audience exploration, evaluation, curation, teamwork and skills development amongst our communities and the RMT team.
7. be responsible for caring for and managing our collections and archives including our three historic buildings, outdoor spaces and our three historic gardens.
8. ensure our collections management policies and procedures are maintained in accordance with Accreditation requirements and be responsible for project managing a programme of work that will review, rationalise and revitalise the collections in line with all relevant standards.
9. along with key stakeholders, identify areas for acquisition addressing gaps or under-representation of communities and/or significant histories relevant to Ripon Museum Trust's themes and stories.
10. oversee a knowledge capture and digitisation programme to enhance the research and information available about our collections, stories and buildings and to transition the collections catalogue to online.
11. work with the RMT team, our communities and key stakeholders to develop robust, sustainable and inspirational digital content.
12. in conjunction with SMT develop ideas, work up project plans and make bids and applications for external funding to support RMT.
13. lead, motivate and facilitate teams of volunteers and staff to work effectively on a range of projects.
14. develop a long term approach for maintaining and conserving RMT's built assets
15. Take part in sector wide networking, present research and case studies to sector fora and advocate the role of RMT widely.
16. Manage the budget lines delegated to the post.
17. Promote and develop equality and diversity in line with RMT's Equality Statement.
18. Any other duties consistent with the role which are required for the success of RMT.

The key outcomes of this role will be to deepen Ripon Museum Trust's level of engagement with visitors, non-visitors, learning audiences, the local community and online community and to utilise the Arts Council's 'Let's Create Strategy' as a template to develop participation in the richness of our themes of poverty, law and order and social justice to achieve the RMT Vision.

Note: Notwithstanding the Job Purpose and Duties & Responsibilities included in this job description, the post-holder must be prepared to undertake additional tasks, duties and responsibilities at the request of the Director and that fall within the strategic objectives of the Ripon Museum Trust. This may include working on a rota at the frontline and on emergency call out.

Principal Relationships:

Senior Management Team – Director, Learning and Outreach Manager, Marketing Manager, Volunteer and Operations Manager, RMT Board and Committees, RMT Volunteers, Members of the public, Community organisations.

| Person Specification: | Essential | Desirable |
|--|------------------|------------------|
| Knowledge and Experience | | |
| Experience of working with volunteers and supervision of volunteer teams | ✓ | |
| Experience of working with a wide range of community groups, voluntary organisations, FE, HE and healthcare providers | ✓ | |
| Proven ability / experience of engagement with local communities and hard to reach groups | ✓ | |
| Knowledge of what 'best practice' standards are for cataloguing and collections management | ✓ | |
| Excellent IT skills, especially around museum specific packages | | ✓ |
| Experience of working with a social history collection and/or archives | ✓ | |
| Museum Studies/Heritage Management qualification | | ✓ |
| Experience of working with diverse audiences | ✓ | |
| Experience of managing/conserving a historic building | | ✓ |
| Experience of managing budgets | | ✓ |
| Experience of project management | ✓ | |
| Experience of working effectively in a diverse team with multi-disciplinary colleagues | ✓ | |
| Personal Skills | | |
| Enthusiastic, facilitative and can-do attitude | ✓ | |
| Ability to embody the values of the Trust (Fairness, Ambition, Learning, Teamwork, Community) | ✓ | |
| Leadership qualities and skills which challenge and support staff and volunteers in order to maximise team potential. Team player | ✓ | |
| Ability to meet objectives and work to deadlines | ✓ | |
| Excellent verbal and written communication skills | ✓ | |
| Able to work alone without supervision | ✓ | |
| A passion for engaging new and diverse audiences on a range of subjects | ✓ | |
| Demonstrable ability to act in ways that support equality and values diversity, including treating all those you come into contact with courtesy and respect irrespective of background. | ✓ | |
| Commitment to equality of opportunity | ✓ | |
| Excellent organisational skills | | ✓ |
| Commitment to personal professional development and quality improvement | | ✓ |

Due to the requirements to undertake off-site working in rural areas as part of this role, a driver's licence and access to a car will be required for this post. Travel expenses will be available for off-site work in line with our travel expenses policy.

Ripon Museum Trust is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, ethnicity, sex, disability, religion/belief, sexual orientation, gender identification or age. Please let us know if you need access assistance with making your application.



Supported by
**ARTS COUNCIL
ENGLAND**