



Curator: Job Description & Person Specification

Burgh House and Hampstead Museum is seeking a Curator to join the small dynamic management team at Burgh House. The job is perfect for an enthusiastic, motivated curator who can take this role and make it their own. It is an exciting time for Burgh House and Hampstead Museum. As we enter our 40th year we have ambitious projects planned to reinterpret and redisplay our permanent collection creating a new centrepiece to our operation and ensuring our relevance for the 21st Century. We are looking for someone with fresh ideas who has the skills to create an exceptional and challenging programme of exhibitions and events in the environment of a small independent charity, making the most of limited budgets and space.

Organisation	Burgh House & Hampstead Museum
Location	Burgh House, New End Square, Hampstead, London, NW3 1LT
Job Title	Curator
Reports to	Director
Hours of work	3 days per week
Pay	£16,800 pro rata (£28,000 full time equivalent)
Application	CV & Cover Letter to Mark Francis, Director, by post or email mark.francis@burghhouse.org.uk
Deadline	5pm, Friday 1 March 2019

Background information

Burgh House is a Queen Anne Grade-I listed mansion house set in a beautiful terrace garden and is a registered charity. It is located at the heart of Hampstead Village close to Hampstead Heath. It serves the community as an art centre, museum, meeting place, gallery, recital venue, and party and wedding venue. The Buttery Garden Café runs from the basement and the charity offers a programme of temporary exhibitions and events.

Vision: Our vision is that historic Burgh House, our cultural events programme and Hampstead Museum remain accessible to everyone.

Mission: Burgh House and Hampstead Museum is a Charitable Incorporated Organisation which aims to celebrate the rich cultural and artistic heritage of Hampstead, its history and its residents, through our collections, and by providing free and affordable opportunities for the community and beyond to discover and enjoy, with a creative and innovative approach to learning, participation, exhibitions and events.

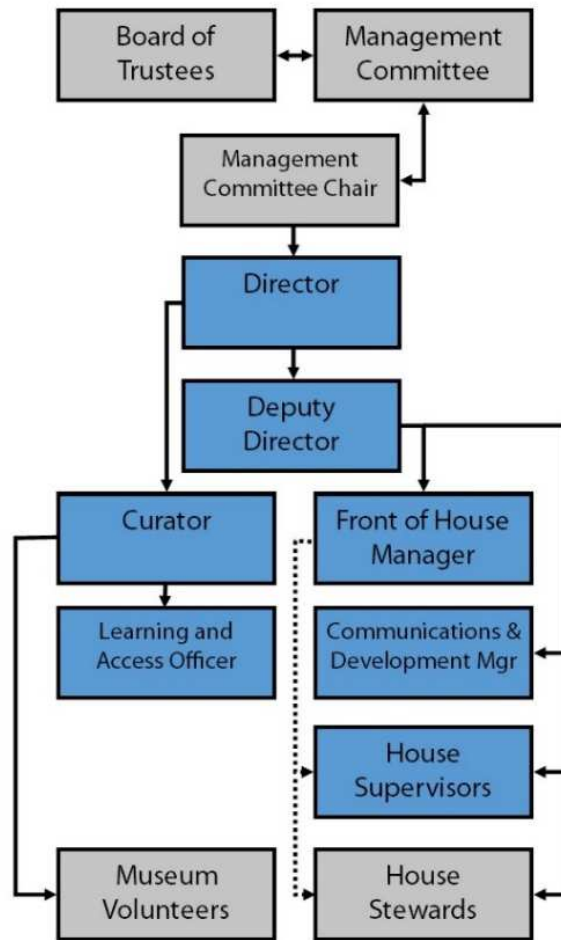
Burgh House and Hampstead Museum CIO has three core strategic objectives:

1. To provide a diverse range of cultural and community events for audiences of all ages and at accessible prices.
2. To conserve and expand our collection of artefacts, artwork and documents relevant to

Hampstead and its residents, promoting and recording the history of the Hampstead area, and to provide outreach and education for the local community and further afield across all age ranges and demographics.

3. To preserve, restore, improve and provide access for all to the grade-I listed historic building that is Burgh House.

Organisation Structure



Application Process

Please email or post your CV and cover letter with a completed confidential equal opportunity form to Mark Francis, by 5pm on Friday 1st March. For any questions regarding the job please phone Mark on 020 7431 0144. After the closing date, selected candidates will be invited to visit the House for an informal tour and chat prior to interview. If you are invited to interview you will be asked to prepare a short presentation on a subject provided in advance.

Job Outline

The Curator at Burgh House and Hampstead Museum is responsible for Burgh House's collection, the permanent displays, temporary exhibition programme and education and outreach work. Working as part of a small management team at Burgh House, which comprises a Director, Deputy Director and Front of House Manager, the Curator will also be closely involved with the day-to-day running of this historic building and will therefore be involved in a wide range of other tasks.

Main Duties and Responsibilities

- Responsible for the care, conservation and security of the collection at Burgh House and Hampstead Museum
- Acquiring and cataloguing objects into the collection
- Collection documentation and management including continuing the work to digitise the Burgh House Collection to SPECTRUM standards
- Devise, plan, interpret and deliver the programme of temporary exhibitions and events with relevance to the local area and community
- Managing the Curator's budget agreed with the Management Committee and writing appropriate applications for funds and grants
- Maintain ACE accreditation standard in collection management, including the management of policies and procedural documents and submitting Accreditation returns
- Monitor and record environmental conditions in the House
- Attend regular Management Committee Meetings
- Manage and recruit museum volunteers and interns
- Line manage the Learning and Access Officer and oversee Burgh House's Education and outreach work.
- Negotiate incoming and outgoing loans, including insurance, funding, transportation and documentation
- Maintain and review the House's Emergency Plan and disaster kit
- Permanent displays
- Deal with copyright enquiries
- Handle research enquires and collection enquiries in a timely manner
- Liaise with voluntary and community groups including schools
- Build a professional network with other museums and institutions
- Actively seek personal and career development

General Responsibilities

- General administration and assisting the Director as and when required
- Work as part of a small team to promote, maintain, improve and grow Burgh House and Hampstead Museum
- Represent Burgh House and Hampstead Museum in a friendly and professional manner
- Adhere to all Burgh House policies, including equal opportunities and health & safety
- Be a key holder for the building

Upcoming Projects

- As Burgh House & Hampstead Museum enters its 40th year we will launch a project led by the Curator to fundraise, project manage, reinterpret and redisplay the entire permanent exhibition, covering 4 spaces on the first floor. This will be an exciting project for a new Curator to create a relevant and dynamic centrepiece for the Charity's operations and may well include a potential to increase hours.

Person Specification

	Essential/Desirable
A relevant undergraduate degree	Essential
Postgraduate qualification in museum studies or equivalent, or demonstrable equivalent experience gained through work	Essential
At least 3 years paid experience working in a museum/gallery/heritage environment	Essential
Experience of implementing SPECTRUM collections management standard	Essential
Experience and competence in handling, packing and storing a range of objects with varying requirements	Essential
Experience in working on the development and delivery of temporary exhibitions	Essential
Ability to be a self-starter, who is proactive, able to work effectively as part of a small team and communicate well with a wide variety of people	Essential
Good computer skills, including experience with databases, designing exhibition panels/ labels and digital photography	Essential
An Interest in historic houses and museums and history/local history	Essential
Flexible and adaptable approach to work	Essential
Impeccable Presentation Skills	Essential
Initiative and the ability to think on your feet	Essential
Experience of project management	Desirable
Knowledge and interest in Hampstead's history	Desirable
Experience of managing budgets	Desirable
Experience of successfully applying for grant funding	Desirable
Experience of being a key holder	Desirable
Direct experience of the loans process (in and out)	Desirable
Experience of working with and managing volunteers	Desirable
Experience of implementing and managing environmental controls and monitoring	Desirable