

Curator: Job Specification

Reporting to the Manager and Trustees, this role holds responsibility for collections care and management at Arundells:

Collections Care & Conservation

- To carry out weekly, monthly and annual conservation cleaning tasks as set out in the Arundells Housekeeping Plan and Care & Conservation Plan
- To carry out regular environmental monitoring checks (Light, Temperature and Relative Humidity). To record results, report concerns and strive for conditions within acceptable levels as much as possible
- To maintain the pest management system and to take remedial action and/or seek advice where issues are identified
- To document cleaning, environmental monitoring and pest management actions in the Arundells House Manual
- To periodically review the condition of collection items, on show and in store, and to implement/recommend changes to their display/storage where needed
- To manage an annual conservation budget and to maintain stocks of associated materials and tools
- To manage, train and supervise collections volunteers
- To seek funding opportunities for collections care improvements and make grant applications where possible
- To oversee professional subscriptions and memberships, including relations with the Wiltshire Conservation and Museums Advisory Service (WCMAS)

Collections Management & Documentation

- To write, implement and periodically review plans, policies and procedures that support best practice care and management of the collections
- To maintain the MODES database, updating object records as required and adding new records as appropriate
- To continue to reduce the backlog of undocumented objects in the house and to lead on future improvements in this area through an agreed procedure for rationalisation and disposals
- To manage and administer any requests for loans out. To complete relevant loan agreements, pre and post loan condition checks and related MODES updates.
- To support and advise colleagues on potential loans in for temporary exhibitions

General

- To feedback to the Manager and to the trustees, through written reports or verbally, on matters pertaining to the collections and to make recommendations for improvements where appropriate
- To support, train and advise colleagues and volunteers on the care of the collections, including correct handling, storage, display and cleaning techniques
- To support colleagues in the staging of temporary exhibitions or displays that include items from the collection
- To share responsibility with colleagues for maintaining a high standard of presentation when the house is open to the public
- To work closely with the Manager to apply for and achieve full Museum Accreditation status
- To seek opportunities for training and CPD that will benefit the role
- To work as a key member of a closely knit team, with the flexibility to respond proactively to changing objectives and to undertake any additional tasks or duties as may be reasonably required by the Manager or trustees