

CULTURE TOURISM HERITAGE

ROLE PROFILE · JOB DESCRIPTION AND PERSON SPECIFICATION

Collections Manager

Kettering Museum · Manor House Museum

Lead the care of an accredited museum collection at a turning point in its story: look after Kettering's collections, raise standards of care and help shape what the museum becomes next.

CONTRACT
Fixed term for three years, full time

GRADE AND SALARY
Band 6 · £39,481 to £42,123

BASE
Kettering Museum and Alfred East Art Gallery, Kettering

REPORTING TO
Heritage Manager, with support from the Head of Culture, Tourism and Heritage

Made possible with Heritage Fund

Part of **Kettering Museum: Building a Resilient Future**, made possible with The National Lottery Heritage Fund. Thanks to National Lottery players.

MANOR HOUSE MUSEUM

ABOUT THE PROJECT

Building a resilient future

The Manor House Museum has looked after Kettering's history for generations, and its collections are accredited by Arts Council England. With support from The National Lottery Heritage Fund, North Northamptonshire Council is rebuilding the museum's professional capacity and planning properly for the years ahead. We want the museum back open as soon as we can, and two strands of work sit at the heart of the project.

The Kettering Museum Masterplan

A consultant team working with us to set a sustainable, long-term vision for the museum's operations, buildings and interpretation.

Caring for the collections

A comprehensive collections review and stronger documentation, storage and conservation practice, so the collections are safe, well understood and ready for the future.

PURPOSE

The role in brief

You will be the museum's professional lead for collections, making sure they are properly cared for, documented, accessible and resilient. You will lead a full review of the collections, give the masterplan the collections insight it needs, and help build a volunteer and placement programme that opens the work up to local people. It is a chance to put things on a firm footing and leave a lasting mark on a much-loved local museum.



JOB DESCRIPTION

Your key responsibilities

Collections care and standards

- Lead on every aspect of collections management for Kettering Museum, meeting Spectrum standards and Arts Council England's Museum Accreditation requirements.
- Act as the professional lead for collections care, advising senior officers and partners on standards, risks and priorities for the museum's assets.
- Develop and embed policies and procedures for documentation, storage, preventive conservation and emergency planning, agreed with the Heritage Manager and the Head of Culture, Tourism and Heritage.
- Monitor environmental conditions across all museum stores, put preventive conservation measures in place and recommend improvements.
- Keep digital and physical documentation, including MODES or its successor database, accurate, consistent and up to date.





Shaping the museum's future

- Lead a comprehensive collections review, assessing significance, condition and rationalisation needs to inform future use, interpretation and planning.
- Work with the appointed consultant team on the Kettering Museum Masterplan, providing professional input on collections, access, interpretation and storage.
- Help senior managers build the evidence, data and recommendations that will guide long-term decisions, including reopening options, operating models and sustainability.

People, partnerships and reporting

- Help establish a volunteer and placement programme for documentation, cataloguing and digitisation, with inclusive opportunities for community participation and skills development.
- Work as part of the wider Culture, Tourism and Heritage team on cross-service projects, public engagement and policy development.
- Represent Kettering Museum and the Council at regional and national heritage forums, building partnerships and promoting good practice.
- Contribute to project evaluation and reporting, providing data and case studies that show progress against The National Lottery Heritage Fund's outcomes.
- Work within all Council policies, particularly Health and Safety, Equality, Environmental Sustainability and Data Protection.

You may also be asked to carry out other duties appropriate to the level of the post that support the successful delivery of Kettering Museum: Building a Resilient Future.

WORKING RELATIONSHIPS

Who you'll work with

RESPONSIBLE FOR

Volunteers, students, placement staff and contractors working on collections care and documentation.

Inside the Council

- The Culture, Tourism and Heritage team
- The Project Manager
- Finance, Property and Procurement teams
- Senior officers
- Elected members

Beyond the Council

- Consultants and contractors
- Museum Development East Midlands
- Arts Council England
- University of Leicester
- Volunteers and community partners
- Sector networks and professional bodies

SPECIAL FEATURES OF THE POST

Good to know

Funding	A fixed-term, full-time post for three years, funded by The National Lottery Heritage Fund as part of Kettering Museum: Building a Resilient Future.
Location	Based at Kettering Museum and the Alfred East Art Gallery, Kettering, working across museum stores and Council offices as needed.
Hours	Some evening and weekend work may be needed for community engagement or collections activity.

PERSON SPECIFICATION

What we're looking for

This section sets out the qualifications, knowledge, experience and skills we need. We will shortlist against the essential criteria, so please use your application to show clearly how you meet each one. Desirable criteria help us choose between strong candidates.

Qualifications and training

ESSENTIAL	Evidence of continuing professional development in collections management, documentation, preventive conservation or related museum practice.
ESSENTIAL	Training in object handling, environmental monitoring or collections care.
DESIRABLE	A degree in a relevant subject, such as museum studies, heritage management, conservation, archaeology or history.
DESIRABLE	A postgraduate qualification in museum studies or a related discipline.
DESIRABLE	Training in emergency planning for collections, risk management or project management.
DESIRABLE	Membership or accreditation of a relevant professional body, such as the Museums Association.

Knowledge

ESSENTIAL	In-depth knowledge of collections management, care, documentation and planning, including what it takes to maintain an accredited museum collection.
ESSENTIAL	A strong understanding of Spectrum procedures, Arts Council England's Museum Accreditation requirements and national sector guidance.
ESSENTIAL	Knowledge of collections storage, environmental controls, object handling and preventive conservation.
ESSENTIAL	An understanding of museum masterplanning, including long-term operational, interpretive and building development.
ESSENTIAL	An understanding of how collections care, public access, sustainability and organisational development fit together in a modern museum service.
ESSENTIAL	Strong literacy: able to read, interpret and apply policies, procedures and technical documents.
ESSENTIAL	Confident numeracy: able to present figures clearly in tables, spreadsheets and reports.
ESSENTIAL	Working knowledge of Microsoft 365 and MODES or another collections management system.
ESSENTIAL	An understanding of equality, diversity and inclusion and how they apply to museum practice.
DESIRABLE	Knowledge of North Northamptonshire Council's structure, policies and procedures.
DESIRABLE	Awareness of The National Lottery Heritage Fund's outcomes and reporting requirements.

Experience

ESSENTIAL	Working with accredited museum collections, including documentation, storage, environmental monitoring and preventive conservation.
ESSENTIAL	Planning and delivering collections work such as audits, cataloguing, object movements and conservation tasks.
ESSENTIAL	Solving collections care problems, such as environmental fluctuations, pest activity, object deterioration or gaps in documentation.
ESSENTIAL	Using a collections management system, such as MODES.
ESSENTIAL	Working collaboratively with internal teams, external consultants or sector specialists.
ESSENTIAL	Giving advice, guidance or training to colleagues, volunteers or partners.
ESSENTIAL	Public-facing communication, including answering enquiries and helping visitors access collections.
DESIRABLE	Contributing to museum masterplanning or strategic development projects.
DESIRABLE	Contributing to project evaluation, reporting or funders' requirements.

Thinking and planning

ESSENTIAL	Strong analytical and problem-solving skills, particularly around collections care, environmental issues, documentation accuracy and storage planning.
ESSENTIAL	Sound professional judgement about risk, conservation needs and levels of intervention.

Thinking and planning (continued)

ESSENTIAL	The ability to plan across timescales from three months to three years, coordinating workflows, audits, storage improvements and project activity.
ESSENTIAL	Creative, developmental thinking: designing better documentation processes, storage solutions, interpretive approaches and ways of providing access.

Communication and working with people

ESSENTIAL	Excellent written and verbal communication, producing clear, accurate and professional documentation.
ESSENTIAL	The ability to explain complex collections issues to non-specialists, senior officers, consultants and the public.
ESSENTIAL	Strong team-working skills and a commitment to a collaborative, supportive culture.
ESSENTIAL	The ability to train, guide and motivate staff and volunteers.
ESSENTIAL	The ability to negotiate with suppliers and advocate for the needs of the museum and its collections.
ESSENTIAL	Empathy, active listening and a consistently respectful approach to colleagues, partners and the public.

Practical skills

ESSENTIAL	The ability to handle and move museum objects safely, with precise coordination and to conservation standards.
ESSENTIAL	Accurate data entry and documentation, with close attention to detail.
ESSENTIAL	The ability to monitor environmental conditions and respond promptly to risks.
ESSENTIAL	The ability to travel across North Northamptonshire to support service delivery.

Values

ESSENTIAL	A commitment to equality, diversity and inclusion.
ESSENTIAL	A commitment to professional standards, ethical practice and organisational resilience.

Interested?

For an informal conversation about the role, or any questions, please contact Jack Pishhorn, Head of Culture, Tourism and Heritage.

jack.pishhorn@northnorthants.gov.uk

Made possible with Heritage Fund