

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Curator

Libraries and Museums Service, Communities & Opportunities

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To safeguard, maintain, develop and make accessible the artefact collections belonging to West Northamptonshire Council including the History, Art, Leather and designated Shoe collections.

To expand knowledge through research and to develop a range of permanent and temporary exhibitions and activities and events relating to the collections ensuring engagement that supports the delivery of Council priorities and the financial sustainability of the Museums Service.

Accountable to:

This role is accountable to the Collections Manager. The role sits within the Place shaping section, part of the Communities & Opportunities Directorate in West Northamptonshire Council.

Responsibilities:

1. To be responsible for the curation and care of the artefact collections held by Northampton Museum and Gallery and Abington Park Museum, including acquisition, research, documentation, digitisation, storage, conservation and loans.
2. Acquisition and disposal of objects and other items according to the Museum's agreed Collections Development Policy and national guidance.
3. To undertake research for presentation and publication purposes and develop digital content including social media and web content promoting the collections and associated activity.
4. To provide appropriate specialist advice and information, including recommending appropriate remedial and preventative conservation procedures to the Museum's Management Team, other council departments, local and national organisations and individuals.
5. Develop high quality opportunities for people of all ages, abilities and backgrounds to participate in museum events and activities and gain access to museum collections ensuring those from hard-to-reach communities are prioritised.
6. Work as part of the exhibitions team to develop, produce and install temporary exhibitions, including in-house generated and externally sourced exhibitions.
7. Contribute to wider museum developments including developing and delivering grant and funding bids relating to the collections and other commercial activities ensuring the sustainability of the Museum Service.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good interpersonal, written and presentation skills	Essential	A, I
Highly organised with the ability to prioritise tasks and be self-motivated	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge of Spectrum and museum documentation systems	Essential	A, I
Understanding of audience development, community needs and council priorities.	Essential	A, I
Specialist knowledge of history, art, leather or shoes	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Significant experience in curation and collections management in a museum, arts or heritage setting	Essential	A, I
Experience of designing and delivering exhibitions and events to meet specific needs	Essential	A, I
Experience of carrying out research and presenting this to a variety of audiences	Essential	A, I
Management of volunteers and placements	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
A degree or significant relevant experience working in the subject of curation, heritage, history or arts.	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family & salary band:	Professional Support Band 06	Worker type:	Flexible
People management responsibility:	Volunteer management	Budget responsibility:	[N/A]

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

The post holder will be required to lift, carry and transport museum objects, exhibits and other resources. This may involve the use of mechanical equipment and/or working at height.

The post holder will be required to work outside normal office hours including some weekend working and some evenings. Travel between museum sites and other venues is required.

We are open to discussions about flexible working. This role has been identified as a part-flexible worker type, this means that you will largely work from a number of work locations including the Northampton Museum and Gallery, the Abington Park Museum and Museum store locations. Occasional remote and outreach work may require working in other locations as appropriate.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

