



**LOWEWOOD MUSEUM, HODDESDON, HERTFORDSHIRE**

Job description	Museum Project Manager
Hours per week	37.5 (Flexible working to meet the needs of the post)
Responsible to	The Chair and Trustees of Lowewood Museum Trust CIO
Responsible for	Community Engagement Officer and Museum volunteers
Contract	This is a fixed term contract for 36 months
Salary	£30,000 per annum

**Purpose of job**

The Museum Project Manager is responsible for managing and delivering *Your Heritage, Your Museum* an National Lottery Heritage Fund (NLHF) funded project that will enable us to engage with the diverse communities across the Borough of Broxbourne to celebrate their heritage and develop the Museum as a heritage and cultural hub. Working closely with the Chair and Trustees the post-holder will strengthen our links with stakeholders and build an enduring partnership with community groups.

**Principal Tasks and Responsibilities**

1. Manage the *Your Heritage, Your Museum* project, ensuring outcomes are met and the project delivered in line with the project plan
2. Fulfill NLHF, the project Trustee Client Group, and the Board of Trustees reporting requirements
3. Manage the project budget, ensuring effective use of resources
4. Line manage the Community Engagement Officer and support freelance workers as required
5. Oversee the creation of and manage a new 'Community Curators' scheme and project volunteer programme
6. Devise and implement a new Audience Development Plan for Lowewood Museum, with the support of the Audience Research Freelancer (to be appointed November 2021)
7. Lead a refresh of Lowewood Museum's permanent galleries, ensuring engagement with Community Curators
8. Manage a new on and off-site public programme to deliver project aims, including temporary exhibitions, community outreach activities and pop up events, with support of the Community Engagement Officer
9. Manage a new digital engagement programme to deliver project aims, including virtual exhibitions and trails, an enhanced website and social media offer, with support of the Community Engagement Officer

10. With the Trustees, proactively build relationships between the Museum and the wider Borough of Broxbourne, and explore partnership opportunities with key stakeholders to maximise project outputs
11. Oversee the promotion and marketing of the project, devise and implement a marketing plan, and ensure that the Museum's website and other social media are updated regularly
12. With the Trustees, oversee the appointment of and support an external Project Evaluator and enable continuous evaluation of the project
13. To ensure cover for the daily operation of the Museum
14. To manage Health and Safety at the Museum; ensuring that the Museum complies with current legislation including Safeguarding and fire regulations.
15. To be responsible for security of the Museum and maintain a call out rota.
16. To carry out any other duties that may be reasonably required by the Trustees and are commensurate with the nature of the post.

It is anticipated that the postholder's work time will be 25%/75% split between museum operation and museum development over the contract period.

#### Person Specification

Qualifications	Essential or Desirable
An undergraduate degree in a subject relevant to this role	Essential
Recognised Museums qualification	Desirable
<b>Skills and Experience</b>	
Proven project management experience, including managing deadlines, people and budgets in an environment of competing priorities	Essential
Line management experience	Essential
Excellent oral and written communication skills including experience of briefing senior staff/Trustees and writing reports for funders	Essential
Experience of working independently, and developing new ideas and projects	Essential
Experience of developing a volunteer team	Essential
Broad experience of developing innovative, creative and intellectually sound public engagement and/or digital programmes	Essential

Good experience of targeting work to specific audiences and creating relevant and dynamic programmes to suit these audiences	Essential
Excellent computer literacy including knowledge of Windows based applications, ability to use Word, Excel, Outlook, PowerPoint and Internet applications to a high standard	Essential
Experience of devising/delivering marketing campaigns	Essential
Able to work evenings and week-ends as required	Essential
Commitment to equal opportunities and maximising access and inclusion	Essential
Working knowledge of collections management	Essential
Experience of working with community organisations, in museums or cultural settings	Desirable
Experience of redevelopment of permanent gallery spaces, in museums or cultural settings	Desirable
Experience of working in a charitable trust	Desirable
Working knowledge of best practice for evaluation in museums or cultural settings	Desirable

