



Curator of Chesham Museum

Chesham Museum tells the story of the town and its people over its long history but particularly from the 18th century to the present day. Since its inception in the early 1990s the Museum has acquired a substantial archive of images, artefacts, documents and audio material. The Museum has moved its home to Chesham Town Hall, from where visitors can access a selection of objects from the collection and speak to volunteers about getting involved further. The new space is open 2 days a week on a (Wednesday and Saturday) from 10am to 3pm.

What we want you to do

- Research, Identify and plan a programme of public-facing exhibitions and outreach displays.
- Initiate and contribute to subject research, working with colleagues and local research groups, to help everyone understand more about the town and its people to inform the development of displays and greater programming.
- Lead in the development and implementation of initiatives that promote the Museum and its collections, such as “popup” displays, exhibitions, activities, events and information points working closely with Visitor Services Manager.
- Support in the design and installation of “popup” displays, exhibitions, activities, events and information points.
- Produce interpretation, captions and other texts towards exhibitions and outreach displays.
- Support the wider Museum Team by participating in PR, social media and marketing.
- Work closely with the Museum’s web designer to ensure information on programming is made available online and is showcased through social media.
- Manage info@ email, triaging and resolving general inquires and handling project related emails.
- Directing curatorial volunteers, delegating tasks and monitoring their completion.
- Attending the monthly Management Meeting on behalf of Curatorial Department, producing and sharing reports on progress and agreeing programme of exhibitions and outreach displays.
- Co-managing project budgets and expenditure, forwarding invoices to Treasurer and filling invoices and quotes.
- Identifying and applying for grants and other funding channels toward projects alongside Visitor Services Manager

Person Specification - Who we’re looking for

- Someone with a keen interest in Chesham, its people and its history.
 - Experience of curatorship or collections management in the museum, heritage or arts sector
 - Ability to commit around five hours per week, though this can be flexible and negotiable.
 - An efficient, personable, self-motivated, and excellent communicator.
 - An understanding, or experience, of working within a charitable organisation.
 - Good computer literacy ideally with collection database experience.
 - An understanding of the issues relating to the care and presentation of collections.
 - An ability to work both collaboratively and independently.
 - An awareness of the communities that make up modern Chesham.
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- Funding and/or accreditation experience or the willingness to learn such skills.

What you would expect from us

- This is a voluntary post; however,
- Project-related work may come with offer of a fee, commensurate with project size, duration and the post-holder's experience and securing of grants to cover such costs.
- Reasonable expenses will be paid.
- The post could be a job-share if advantageous to two candidates with complementary Skills.

Applications with CV and single-side cover letter outlining your skills against the above person specification to communications@cheshammuseum.org.uk

Closing date for applications: 30th September 2024