



**Assistant Curator (BROMLEY HISTORIC COLLECTIONS)
Fixed Term Role**

2.5 days per week from September 2024 until 31st March 2027

£25,000 - £27,000 per annum pro rata

Location: London Borough of Bromley (Bromley Central Library with some travel required across the Borough including Orpington-based collections store)

Responsible to: Curator

Responsible for: Volunteers

This role is suitable for an early career candidate and support will be provided.

Introduction

The role will support day-to-day management and provide delivery activities for Bromley's important local history and world cultures collections; and work closely with the Curator and Executive Director at The Earth Museum to research and develop innovative approaches to public engagement and collections stewardship, within the context of Arts Council England Accreditation.

From David Bowie's velvet jacket to the tusks of mammoths who once roamed this area in the Ice Age to the nationally significant collection of world culture acquired by a friend of Charles Darwin, you'll be looking after and promoting engagement with a unique collection that is both local and global in its reach.

Bromley Historic Collections (Museums) are managed on behalf of the London Borough of Bromley by a partnership agreement between Greenwich Leisure Limited and The Earth Museum – a not-for-profit heritage consultancy who employ and support Bromley's museum historic collections staff.

Role overview:

Support daily management of and provide delivery activities for Bromley Historic Collections with a focus on public engagement and collections stewardship applying innovative approaches in development. We are particularly focused on developing community engagement with the collection, acquiring new collections to further reflect Bromley's diverse heritage, and telling new stories around people and place through opportunities for reinterpretation.

KEY DUTIES

- Supporting effective day-to-day management and provide delivery activities for Bromley Historic Collections and assist the Curator and Executive Director (TEM) in



providing strategic direction and leadership of Bromley Historic Collections, including reporting on outputs/outcomes for clients and other bodies

- Support development of community engagement and collection development programmes and projects, working with diverse communities across the Borough, including giving talks, events, and using social media
- Support re-interpretation of collections as opportunities arise, telling new stories connecting people with place, including working with the Curator to deliver the temporary exhibition programme, populate new displays in branch and central libraries as part of a wider refurbishment programme, and development of digital resources
- Support the day-to-day management and care of museum collections, including their documentation, preservation, conservation, and development through new acquisitions, loans, and agreed disposals. Following the appropriate Spectrum standards and maintaining the standards for Arts Council England Museum Accreditation
- Maintaining records and cataloguing of acquisitions and disposals, including researching, compiling and preparing written information about catalogues and providing access online
- Maintain and develop effective day-to-day and long-term partnerships with a wide range of organisations, including local historical and amenities groups; museums and specialist organisations to promote access and engagement with collections
- Support the Curator and Executive Director researching and writing funding applications for special projects to reach new audiences and develop the collections
- Support evaluation and monitoring of feedback to ensure ongoing development
- Undertake appropriate risk management related to public engagement and collections management activities, including supporting security and emergency planning requirements
- Provide an enquiries service to researchers and other correspondents for the museum collections
- Support recruitment and management of volunteers and student work placements in accordance with TEM and GLL policies including Safeguarding.
- Support the GLL Children's Librarian team in delivering aspects of the educational programme and manage the education loans box scheme.
- Work effectively with the wider TEM, Greenwich Leisure Limited and London Borough of Bromley teams to facilitate delivery of these duties

OTHER RESPONSIBILITIES

- Act in accordance with, and actively promote all TEM and GLL policies and standards
- Keep abreast of trends and developments within the museum sector and look for opportunities to support personal professional development
- Undertake any other duties commensurate with the post's level of responsibility



KEY WORKING RELATIONSHIPS

- The Earth Museum (TEM) Curator (manager and operational mentor)
- TEM Executive Director (strategic mentor)
- Sally Adcock, Head of Bromley Libraries, GLL (main GLL point of contract and pastoral care support, weekly meeting)
- Alex Martin, Sector Librarian, GLL (day-to-day GLL point of contact)
- GLL library and other staff
- Local Authority colleagues
- Museum Development Officer, Museum Development London



PERSON SPECIFICATION

Skills	Ability to look at the world from a user/ experience point of view	E
	Appetite for innovation and enterprise	E
	Ability to engage with diverse community groups and deliver services that are inclusive, dynamic and reflect the diversity of Bromley Borough	E
	Good team working skills	E
	Excellent research skills	E
	Excellent written and verbal communication skills	E
	Ability to organise, present and communicate messages effectively	E
	Excellent project management and organisational skills	E
	Excellent people management skills	E
	Confidence working with data and a range of IT systems, including MS Office, databases and spreadsheets	E
	Flexible and agile mindset	E
	Astute and quick learner	E
Knowledge	Understanding of local community needs and knowledge of the local Bromley area	E
	Appreciation of key relevant legislation including data protection, safeguarding and copyright – and its relevance within a museum context	E
	Strong demonstrated interest and knowledge of history and art subjects relevant to a community museum context.	E
	Evidence of motivation to care for and protect local heritage	E
	Appreciation of the sensitivities associated with working with cultural histories and identities	E
	Knowledge of the museum environment from a working perspective	D
	Understanding of current issues within museums including Accreditation and Museums Association Code of Ethics	D
	Awareness of trends in the design and delivery of museum services	D



Experience	Good experience of working effectively in a public-facing organisation or role	E
	Experience engaging with diverse community groups to deliver successful projects with social outcomes	D
	Experience of creative writing and storytelling for different audiences	D
Other	Ability to work some evenings and weekends	E
	Ability to travel across GLL facilities, partner organisations and community locations	E

APPLICATION PROCESS:

Please send a CV (max 2 sides of A4) and covering letter (max 3 sides of A4) outlining why you would like the role and how you meet the person specification to:

enquiries@theearthmuseum.co.uk

By the deadline of 5pm Friday 6th July 2024

Interviews for short-listed candidates are expected to take place at Bromley Central Library in week beginning 22nd July 2024.