

Job Description

Directorate: Tyne and Wear Archives and Museums

Division: Museums/Galleries

Post Title: Museum Manager PP382

Evaluation: 578 Points **Grade:** N9

Responsible to: Senior Manager

Responsible for: Allocated Staff

Job Purpose: To provide creative management and direction for allocated venues, including development and management of venues, exhibitions and event programmes and care of collections

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To lead, manage and develop allocated venues to ensure that business targets and objectives are delivered.
- 2 To manage income and expenditure, and other resources in accordance with TWAM policy and practice.
- 3 To effectively manage allocated teams, including developing and implementing individual and team performance objectives, staff appraisal, learning and development.
- 4 To provide creative direction for public programmes, exhibitions, displays and activities in line with policies of TWAM.
- 5 Liaise with communications staff to ensure a media and marketing profile for the Museums.
- 6 Ensure maintenance of environmental systems for the conservation needs of the collections, and ensure high standards in the maintenance of exhibitions and displays
- 7 To oversee and facilitate the effective documentation and research of collections and to ensure appropriate acquisition and disposal procedures are followed in line with the policies of TWAM.
- 8 Liaise with Operations Manager to ensure building operations support creative programmes and meet collections care standards.

- 9 To develop and maintain positive and collaborative relationships with other teams across TWAM and relevant external stakeholders, locally, regionally and nationally
- 10 To provide advice, guidance and reports to senior managers in respect of the creative development of the museums, including interpreting legislation, government policy, regional, and national best practice, and contributing to the development of policy and practice.
- 11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 12 To assist in maintaining a healthy, safe and secure environment and to act in accordance with TWAM Health and Safety Policies and Procedures.