

## **Person Specification Museum Manager**



### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Excellent people management and development skills with an ability to motivate and work with colleagues at all levels of an organisation
- Clear and effective written and oral communication skills
- Strong interpersonal, negotiating and advocacy skills
- Demonstrable experience of managing within a museum/ cultural/ heritage environment including experience of operational management
- Demonstrable budget management skills (both revenue and capital)
- Customer service management skills and experience of working directly and effectively with the public
- Ability to work effectively with stakeholders, and in particular to engage positively with Newcastle University and the two learned societies who are partners in the Great North Museum: Hancock
- Commitment to maximising potential income generation
- Competence in the use of ICT, including Microsoft Word, Excel, PowerPoint and Outlook
- Degree in an appropriate subject or equivalent qualification/experience
- Commitment to and track record of initiating, developing and implementing and managing creative programmes, projects and/or events to engage and develop a wide range of audiences
- Ability to communicate effectively and credibly with academic staff both nationally and internationally
- Highly motivated with an ability to work well on own initiative to meet deadlines and respond effectively to performance targets
- Commitment to delivering a world-class service that is innovative, imaginative, creative, totally inclusive, secure and sustainable

#### **Desirable**

- Subject knowledge in the area of natural science or archaeology
- Post-graduate Museums qualification and / or a higher degree in a relevant subject area
- A record of continuing professional development
- An understanding of museum interpretation and learning techniques
- An understanding of the university museums sector and an awareness of relevant national and international initiatives and programmes
- An understanding of digital techniques in a museum environment
- Collection management experience and knowledge, including documentation, acquisitions, collections care and storage

- Experience of managing a multi-site operation
- Experience of facilitating academic research in a museum context
- Demonstrable experience of establishing, developing and maintaining key partnerships and relationships
- Experience of teaching and/or research in a Higher Education environment
- Demonstrable commitment to continuous improvement
- Successful experience of income generation

## **Part B**

The following criteria will be further explored at the interview stage:

- Excellent people management and development skills with an ability to motivate and work with colleagues at all levels of an organisation
- Clear and effective written and oral communication skills
- Strong interpersonal, negotiating and advocacy skills
- Demonstrable experience of managing within a museum/ cultural/ heritage environment including experience of operational management
- Ability to work effectively with stakeholders, and in particular to engage positively with Newcastle University and the two learned societies who are partners in the Great North Museum: Hancock
- Commitment to maximising potential income generation
- Commitment to and track record of initiating, developing and implementing and managing creative programmes, projects and/or events to engage and develop a wide range of audiences
- Ability to communicate effectively and credibly with academic staff both nationally and internationally
- Highly motivated with an ability to work well on own initiative to meet deadlines and respond effectively to performance targets
- Commitment to delivering a world-class service that is innovative, imaginative, creative, totally inclusive, secure and sustainable
- An understanding of museum interpretation and learning techniques
- An understanding of digital techniques in a museum environment
- Demonstrable commitment to continuous improvement.

## **Additional Requirements**

- Occupational health clearance
- No adverse criminal record
- Ability and willingness to travel to other venues across the North East as required, and to attend occasional meetings elsewhere
- Committed to Equal Opportunities and anti-discriminatory practice
- Right to work in the UK
- Ability and willingness to work occasionally outside normal working hours as required