

# Newcastle City Council

## Job Description

**Directorate:** Tyne & Wear Archives & Museums

**Division:** Central Services

**Post Title:** Museum Development Manager (KK333)

**Evaluation:** 513 Points **Grade:** N7

**Responsible to:** Senior Manager

**Responsible for:** Administrative Assistant

**Job Purpose:** To develop, coordinate and manage delivery of the North East Museum Development Programme, as part of Arts Council England's National programme, in order to increase sustainability and drive improvements across the region's museum sector.

**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 shape, develop and implement The Museum Development Programme for the North East region in line with the requirements of Arts Council England.
2. To be an advocate for the value and contribution of museums in the North East with particular reference to the Museums Development Programme
3. To manage technical advice in the region for the national Museum Accreditation Scheme.
4. To develop and maintain knowledge of relevant local and national cultural, creative, heritage, interpretation, and other learning developments, relevant legislation and major trends in relation to museums, arts and heritage organisations.
5. To manage allocated budgets and resources in accordance with TWAM financial regulations, using robust monitoring and auditing systems, to support the aims of Museum Development North East.
6. To seek funding to further deliver the core aims of Museum Development North East and contribute to the future sustainability of the service.
7. To co-ordinate and support museum networks in the North East and to contribute to the national Museum Development network.

8. To advise on the development and implementation of policy and strategy for the management and development of cultural and historic collections to ensure implementation of best practice and standards.
9. To develop and maintain positive and collaborative relationships with other North East museums, relevant external stakeholders, regionally and nationally, and other teams across TWAM to support the delivery and development of the Museum Development North East programme across the region and increase its impact.
10. To lead, deliver and commission programmes, projects, research and other activities, including undertaking research, data analysis, preparation of reports for Arts Council England and other bodies, and delivering training as appropriate,
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 the Council's policies and procedures