

Person Specification

Museum Development Manager

Part A

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

Essential

- Degree or equivalent qualification in relevant subject area or management experience in heritage/museums
- Previous experience of museums/heritage, especially in resources and collections
- Demonstrable experience of establishing, developing and maintaining key partnerships and relationships to support work programmes
- Demonstrable experience of supervising staff and/ or volunteers and ability to plan and organise workloads of assigned staff and volunteers
- Ability to write and manage contracts
- Good awareness of relevant national agendas, research and initiatives in the field as they relate to museum development and Accreditation
- Ability to manage revenue and project budgets
- Ability to provide appropriate reports and maintain accurate records of service uptake
- Ability and experience of monitoring and evaluating activities carried out using appropriate frameworks
- Ability to work on own initiative and collaboratively with a wide range of partners
- Ability to think creatively and use problem solving skills
- Ability to manage multiple priorities and have excellent organisational and project management skills
- Excellent negotiation and advocacy skills including the ability to motivate and influence others to adopt a course of action
- Effective communication skills including written and verbal presentation to wide ranging audiences
- Commitment to Equalities and anti-discriminatory practices

Desirable

- Experience of facilitating professional development training and coaching for museum colleagues
- Experience of advocating and promoting good practice within the museums / cultural / education sectors
- Direct experience of Museum Accreditation

Part B

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

- Previous experience of supporting/facilitating organisational development, particularly in the museum sector

- Demonstrable experience of establishing, developing and maintaining key partnerships and relationships to support work programmes
- Demonstrable experience of supervising staff and/ or volunteers and ability to plan and organise workloads of assigned staff and volunteers.
- Good awareness of relevant national agendas, research and initiatives in the field as they relate to museum development
- Ability to think creatively and use problem solving skills
- Excellent organisational and project management skills
- Excellent negotiation and advocacy skills including the ability to motivate and influence others to adopt a course of action
- Effective communication skills including written and verbal presentation to wide ranging audiences

Additional Requirements

- The job holder will be required to travel regularly throughout the North East region and therefore a full driving licence is required. National travel is required on occasion
- The role will require the job holder to work outside normal working hours (evenings and weekends) on occasion