



Background to the role

Gairloch Museum is an independent museum in the north-west highlands of Scotland, founded in the 1970s to preserve and present the heritage and history of Gairloch and surrounding areas. In July 2019, after an eight year £2.4M project, we moved to new premises, a former Cold War bunker. The 'new' Museum has received awards, both for the architecture and for our presentation of the Collection, most notably, as Winner of Art Fund 'Museum of the Year 2020'. We are building on this success, aiming to be a must-visit attraction, both for local people and for the area's many tourists.

The Museum's full-time Curator has professional responsibility for the conservation, care, interpretation and development of our Collections and managerial responsibility for the displays, exhibitions, artefacts, library and archive. This includes ensuring appropriate access to our resources as a learning and research facility. The Curator plays the key role in promoting and maintaining effective working relationships with a range of heritage and learning partners and, in collaboration with other staff, supports the day-to-day running of the Museum as a landmark visitor attraction on the North Coast 500 tourist route.

Gairloch Museum is widely recognised for the quality of its professional practice, and has achieved considerable success in securing external grants from heritage sector funders and beyond. We have achieved Accreditation standards at each reassessment since 2009 and are currently working towards the next one. The Museum also aspires to be recognised as a 5* VisitScotland attraction. Our Curator must be able to maintain these quality assurance standards.

One of our strengths has always been the commitment of our volunteers. They are essential to the smooth operation of our management, research, conservation, outreach and retail activities. The Curator is also a co-opted member of the Board of the Gairloch & District Heritage Company Ltd and takes a full part in all its functions.

The job profile of responsibilities and key tasks provides an outline of the main aspects of the role, though should be seen as a working and flexible document.

To discover more about Gairloch Museum, visit our website: <https://www.gairlochmuseum.org> and Facebook page: <https://www.facebook.com/gairlochmuseum>

Post specification

Responsible to	The Board of Gairloch & District Heritage Company Ltd
Location	Gairloch, Wester Ross. IV22 2BH
Contract	Permanent, full time (35 hours per week), with flexibility to undertake some weekend and evening working. Annual leave: 23 days + 10 days local and public holidays
Salary	£28-£30K p.a., depending on experience.
Terms and conditions	The post holder will work to the Museum Policies and Guidance and within the agreed Contract of Employment

JOB PROFILE

All who work in and for Gairloch Museum, be they volunteers or paid employees, are expected to recognise, respect and contribute to the purposes and activities of the charity in accordance with our Articles of Association.

Responsibilities	Key Tasks
1. To conserve, care for, document and develop the Museum collections	<ul style="list-style-type: none"> ❖ Write, review (at least every 3 years), and implement all curatorial policies (Collections Development Policy; Exhibitions; Collections Care and Conservation Plan and Policy; Documentation Plan and Policy, Documentation Procedural Manual) ❖ Ensure that all items within the Museum Collections, including the Library and Archives, are appropriately accessioned/catalogued, stored, conserved and cared for, including disposal when necessary, in accordance with Accreditation Standards and Museum curatorial policies ❖ Update regularly and, if necessary, implement the procedures of the Collections Emergency Plan.
2. To make full use of the Collections as a public visitor attraction and learning and research facility	<ul style="list-style-type: none"> ❖ Present the Museum's Collections to best effect, with interpretation suitable for the widest possible range of audiences ❖ Change and develop displays to maintain visitor interest and make wide use of the Collections ❖ Encourage the use of the Collections, Library and Archives for educational purposes and research, including genealogy, both for groups and for individuals, providing guidance and support as appropriate

	<ul style="list-style-type: none"> ❖ Support and mentor students, interns and/or Duke of Edinburgh Award scheme placements with respect to their work on heritage-focused activities ❖ Make effective use of our website, Facebook, YouTube, other social media, local radio and local press to expand access to, and understanding of, our heritage.
3. To plan, deliver and evaluate a programme of events and outreach activities, for both in-person and online audiences	<ul style="list-style-type: none"> ❖ Arrange a diverse programme of Museum events, including talks, Open Days and heritage skills workshops, both in-house and beyond, to attract a broad audience of visitors ❖ Offer a range of heritage-focused activities to engage individuals and groups within the community, including schools, ensuring that all activities are monitored and evaluated appropriately ❖ In liaison with the Exhibitions group, include exhibitions of heritage interest within the programme, both those of local origin and national touring exhibitions.
4. To support Museum staff (employees, project appointments and volunteers) in their heritage-related roles	<ul style="list-style-type: none"> ❖ Provide, record and evaluate relevant induction, training and skill enhancement opportunities for staff across the range of the Museum's heritage-focused activities, supervising and/or supporting them where appropriate.
5. To support the Museum Board in maintaining our Accreditation status and a high VisitScotland rating, and meeting the requirements of the annual High Life Highland Service Delivery review	<ul style="list-style-type: none"> ❖ Take prime responsibility for meeting the curatorial and other role-related requirements of Museum Accreditation standards, including informing and helping to review the longer-term Forward Plan and the annual Action Plan ❖ Support the Board Secretary and others in ensuring that the other Accreditation requirements (particularly Organisational Health) are delivered and recorded appropriately ❖ Support colleagues in planning and delivering improvements to meet VisitScotland's 5* assessment criteria ❖ Complete the annual review return for High Life Highland to maintain grant support as an independent museum.
6. To develop and maintain formal and informal partnerships and relationships with heritage, learning and community partners	<ul style="list-style-type: none"> ❖ Establish and maintain good working relationships with the Museum's stakeholders and partners within the heritage, Gaelic culture and community sphere (including Museums and Heritage Highland, Museums Galleries Scotland, Bòrd na Gàidhlig, West Highland College, National Trust for Scotland, GALE - our local community development trust ...) ❖ As appropriate, represent the Museum within the local community, including at events and meetings.

<p>7. To lead and/or collaborate on external funding applications for identified Museum/ collection developments and events</p>	<ul style="list-style-type: none"> ❖ Identify opportunities for relevant funding applications within the museum sector (e.g. MGS; AIM; Bòrd na Gàidhlig) and prepare funding submissions, in collaboration with others as appropriate (partners/treasurer/secretary) ❖ Implement, monitor and evaluate projects and events (such as our current Gaelic development project) and supervise, mentor and support any staff funded from successful grant applications.
<p>8. To support promotion of the Museum and to attract new visitor segments through heritage aspects of marketing and media activities</p>	<ul style="list-style-type: none"> ❖ Input into specialist tours offered to other tourism providers as part of the promotion of the Museum and efforts to attract new visitor segments ❖ Contribute to marketing activities relating to our heritage, including providing content for social media accounts and responding to media enquiries ❖ Identify commercial opportunities relating to the Collections which will be income-generating.
<p>9. To collaborate with the Board, staff colleagues and working groups in the broader management aspects of Museum operations</p>	<ul style="list-style-type: none"> ❖ Attend meetings of the Museum Board, providing reports of current activities, potential development issues and related cost implications ❖ Chair designated working groups and support the work of all working groups in as far as is related to the Curator's role ❖ Support the Board in organising the annual AGM and visiting speaker ❖ Act as duty manager on occasion, taking a share in the security, opening and closing arrangements and monitoring of health and safety procedures ❖ Ensure best practice and GDPR compliance in accordance with the Museum's data management arrangements ❖ Deal efficiently with role-related correspondence, enquiries, stationery and equipment ordering, and sundry administration.
<p>10. To undertake professional development activities appropriate to the role</p>	<ul style="list-style-type: none"> ❖ Undertake self-supported study and reading to keep abreast of current developments in the field of museum practice ❖ Attend training sessions which contribute to the development of the Museum and/or personal skills, knowledge and experience, as agreed with the Chairman of the Board ❖ Take an active and collaborative part in review and job reassessment procedures.

Person specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

- ❖ Educated to Degree level in a relevant subject and holding a post-graduate qualification or equivalent professional experience in a museum/archives heritage discipline
- ❖ Experience of working in a comparable museum context
- ❖ Experience/understanding of SPECTRUM (UK collection management standard)
- ❖ A flair for original and engaging presentation and interpretation in both permanent and changing displays
- ❖ A track record of delivering socially engaged and inclusive community-driven projects, events and research activities
- ❖ Evidence of successful grant applications and related project/event delivery
- ❖ Experience of working with, supervising, developing and motivating volunteers
- ❖ Excellent communication and interpersonal skills in team and community contexts
- ❖ Self-motivated, with strong planning and organisational skills and the ability to prioritise time and tasks efficiently and effectively
- ❖ Administratively self-sufficient, with IT skills to manage i) standard Documentation/ Collections databases; ii) word processing and databases for day-to-day needs iii) email and social media communications
- ❖ Willing to work flexible hours, including occasional evenings and weekends
- ❖ Able to enjoy living in a rural environment with little public transport.

Desirable

- ❖ Knowledge of Scottish, and specifically Highland, history and culture
- ❖ Experience of Axiell Collections Cloud, or similar, cataloguing software
- ❖ Experience of relevant quality assessments including Accreditation and VisitScotland Appraisals
- ❖ Empathy with Gaelic culture, and a Gaelic speaker, or interest to learn.

APPLICATIONS

Full details of the post are available from <https://www.gairlochmuseum.org/recruitment>
Applications should include a CV, a letter outlining your experience and interests relevant to the post and details of two referees, and should be submitted by email to secretary@gairlochmuseum.org

The closing date for applications is Friday 30 June 2023, with interviews scheduled to be held in Gairloch on Friday 21 July. Applicants invited to interview will be notified by 14 July.