

Role: Collections Manager	Department: Conservation and Policy
Reports to: Head of Collections	Pay Band: Grade 6 Lower - £53,676 to £59,368 pro-rata, per annum
Location: Edinburgh HQ, but with flexibility under our Hybrid Working guidelines	Type of Contract: Permanent, Full time
COST CENTRE: 2001	ACTIVITY CODE : CL

JOB PURPOSE

The Collections Manager provides strategic leadership in collections management and collections conservation at the National Trust for Scotland as manager of the Collections Conservation & Management (CCM) section within the Collections team. Collections are at the heart of the Trust’s heritage portfolio, providing a tangible and relatable link to the people who lived and worked in the buildings we care for. To ensure these collections are enjoyed by visitors now and in the future, the CCM section has three distinct roles. The first is to manage the collections management systems and processes necessary for maintaining Museum Accreditation and National Recognition status - including acquisition and disposal, loans management, collections care, housekeeping, and conservation, and collections reviews and security. The second is leading on strategic initiatives and projects that will improve efficiency, reduce risk, and increase access to collections. And the third role is to provide support to the four regional property teams, such as training, authoritative advice, and contributing expert input to regional projects that involve collections.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Be a passionate advocate for continuous improvement of standards in collections care & conservation, and collections management in support of engagement and access
- Work closely with Regional Directors and Operations Managers across the Trust to tailor the advice and training needed to support regional property teams to work within the Trust’s collections management policies
- Build relationships across the museum and conservation sectors, including promoting the work of NTS at conferences and participating actively in sector developments
- Plan and lead centrally managed collections conservation and management projects, including procuring services, recruiting and managing temporary staff, and managing project budgets in liaison with regional operational teams and curators to deliver excellent collections care, conservation and management across the Trust
- Responsible for ensuring systems are in place to manage collections processes that meet the *SPECTRUM : UK Collections Management Standard* and other requirements of the externally assessed Museum Accreditation scheme, including Axiell Collections, Extensis Portfolio and Knowledge Integration CIIM.

- Oversee the management of the Loans, Acquisitions and Disposals (LAD) decision making processes in line with the NTS policy - NTS Developing Collections – to ensure consistency and clarity of decision making.
- Responsible for resourcing the ongoing NTS-wide programme of collections review and rationalisation within the Museums Association ethical guidelines for disposal
- Manage the Loans Registrar function to ensure continued progress towards reducing risk and costs to NTS through the review of long-term loans and the renewal of loan agreements, including sensitive relationship management with donor families
- Manage the Collections Systems Manager to ensure that Axiell & Extensis Portfolio remain up to date and that development plans are in place
- Provide leadership in collections care and conservation advice by line managing the regional conservators and working closely with regional directors to set mutually agreed strategic objectives in collections care and conservation.
- Take a strategic lead in managing risk in collections through maintaining processes needed to: keep insurance information up to date, monitor loss and damage to collections, support regional teams with improving security of collections, implement training in collections audit, and ensure regional conservators provide support on emergency planning and salvage
- Lead on the provision of integrated advice to regional operational teams to minimise risks to collections during capital projects
- Contribute to NTS online platforms and social media with collections related content to promote best practice and engage audiences with the work of the Trust

The normal day-to-day duties of this role are such that a criminal records check or membership of the PVG scheme is not required

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- A relevant degree and at least eight years demonstrable experience in museum/gallery collections management roles.
- A current driving license and willingness to travel regularly across Scotland and further afield.

Desirable

- Postgraduate degree in Museum and Gallery Studies, AND/OR Associateship of the Museums Association AND/OR ICON accreditation, highly desirable

Skills, Experience, Knowledge

Essential

- Experience in leading a multi-disciplinary team within a museum or heritage environment
- Strong IT skills with proven working knowledge of collections management systems
- Working knowledge of ethical, legal, insurance and indemnity issues involved in managing collections.

- Strong working knowledge of current best practice in collections conservation and collections management
- A thorough working knowledge of the requirements of the Museum Accreditation Standard
- Must have strong track record in people and project management, with experience of leading collections projects
- An understanding of the technical and legal standards and procedures required for the safe movement of works of art within the UK and internationally including the role of couriers
- Proven ability to compile business cases for funding support (from internal or external sources)
- Proven ability to plan and manage multiple priorities and complex schedules, with meticulous attention to detail and accuracy
- Excellent liaison and negotiation skills and ability to communicate clearly, both orally and in writing
- Must be tactful, diplomatic and have experience of coaching and/or training others
- Must be a team player with a willingness to consult and seek advice as well as to encourage and influence when solving problems

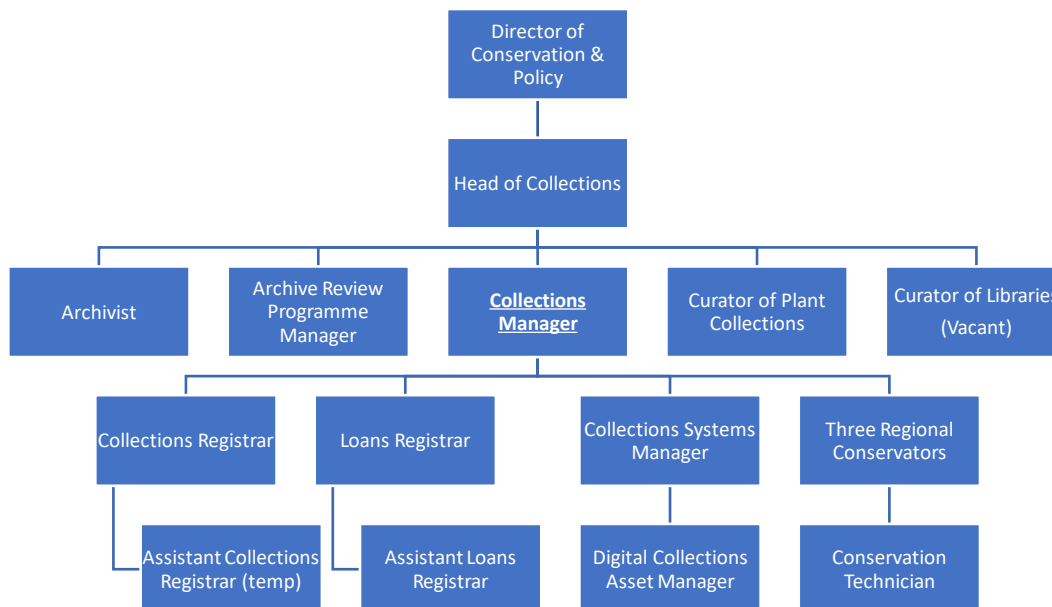
Desirable

- Knowledge of copyright and rights management issues for collections
- An interest in records management and digital preservation
- Demonstrable experience of collections review and rationalisation within the context of UK Museums Association Code of Ethics

DIMENSIONS AND SCOPE OF JOB

People Management

- Manage the Collections Conservation & Management section, including direct line management of the Collections Registrar, Loans Registrar, Collections Systems Manager, and three Regional Conservators.
- Line manage temporary project staff as required



Finance Management

- ♦ This role is not a budget holder but has delegated responsibility to oversee expenditure on equipment, shipping and storage, and some conservation activity – c. £95,000 p.a from the Collections Team budgets - as well as managing the processes and income during the review and rationalisation project, and managing and monitoring project budgets.

Tools / equipment / systems

- ♦ This role uses the Trust's finance system to raise and manage purchase orders
- ♦ This role is an expert user, or experienced in managing users of, of the Axiell Collections Management System and Portfolio DAMs

Workplace context

- ♦ This role is primarily based at the Trust's current Head office at Hermiston Quay in Edinburgh but is required to travel frequently to other locations on Trust business. Note that as the Trust's properties are often in remote or rural locations where public transport may be limited, the ability and confidence to drive in the UK is essential, and there is a requirement to travel to our island properties which is usually by boat, or occasionally by airplane or helicopter.
- ♦ This role requires work across many NTS properties that are historic buildings spread over multiple floors linked by staircases with no lifts

Example key performance indicators and targets

- ♦ With overall responsibility for managing the information and processes involved in providing accountability for NTS for approximately 120,000 objects in the Trust's Museum collections, this role includes a combination of strategic vision, project planning and attention to detail to ensure each and every object that NTS owns or cares for (whether in the permanent / support collections or on loan), is recorded and is accurately described in our database.
- ♦ This role is tasked with maintaining collections conservation and management standards across 50 properties with collections. It requires excellent communication and relationship management skills with a wide range of stakeholders from Regional Directors to Visitor Services staff.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 21st July 2024. Interviews will be held in Edinburgh on Tuesday 6th August.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname and should be accompanied by a short covering letter. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Collections Manager – Hermiston Quay"
