



JOB DESCRIPTION

Executive Director

Location: Scottish Maritime Museum, Irvine (SMM)

Responsible to: Board of Directors

Hours: 37.5 hours per week

Contract Type: Permanent Full Time

Salary: £55k per annum, Nest Pension

Job Overview

The Executive Director is the principal adviser to the Scottish Maritime Museum Trust and to the Board of Directors. The person appointed will report to the Board of Trustees and will be responsible for the strategic leadership, development, financial sustainability, and operational management of SMM at both of its sites in Irvine and Dumbarton. The role requires a combination of museum management expertise and innovative leadership designed to deliver long-term success, thus securing the future of the Museum and expanding its reach, impact, and reputation.

Key Responsibilities:

Strategic Leadership:

- Lead the development and implementation of the Strategic Plan and key Museum strategies (Exhibitions, Collections Management, Interpretation, etc.).
- Guide the successful delivery of the new Gallery as part of the Irvine Harbourside Great Harbour Project.
- Work closely with the Chair, Board of Trustees and Company Secretary to aspire to best practice governance and strategic alignment with the Organisation's goals.
- Through strong leadership of the Organisation, ensure the Museum's activities and developments contribute positively to SMM's standing in the heritage and tourism sectors.
- Support the Chair and the Board of Trustees in their role to develop and oversee the work of the Museum and the Trust.

- Maintain and develop relationships with key stakeholders, including the Scottish Government, North Ayrshire Council, West Dunbartonshire Council, Museum Galleries Scotland, Industrial Museums Scotland, as well as other sector bodies.

Operational Management:

- Lead the day-to-day management of SMM, including as a visitor attraction, ensuring smooth operations, compliance with statutory requirements and high-quality visitor experiences.
- Ensure the correct management of the Museum's collections and archives, including conservation, documentation, and accreditation compliance.
- Lead the development and implementation of operational policies, including health and safety, updating and aligning them with best practices in the sector.
- Lead staff and volunteers to develop educational programmes, exhibitions and community engagement initiatives.

Staff and Volunteer Leadership:

- Provide leadership and line management of the senior management team.
- Foster a positive work culture, supporting staff welfare, engagement, motivation and development.
- Support the recruitment, training, and retention of staff and volunteers to fulfil the changing and expanding needs of SMM and the maintenance of high standards.

Development and Fundraising:

- Lead the development and implementation of fundraising strategies, lead on capital project fundraising and the securing of major grants and donations.
- Oversee operational fundraising efforts, including donor and sponsor relations, grant applications, and revenue generation.
- Drive stakeholder engagement by building relationships with new partners, funders, and supporters.

Communications and Public Engagement:

- Develop and enhance the Museum's external profile through marketing, PR, and digital engagement strategies, working with the Marketing & PR Consultant.
- Represent SMM at sector events, conferences, and public presentations, raising the Museum's profile and broadening its reach within the heritage and cultural sectors.
- Drive public awareness and engagement with SMM, positioning it as a must-see attraction and the key part of Scotland's maritime history.
- Seek out mutually beneficial partnership opportunities with other organisations to further SMM aims.

Financial Management:

- Be responsible for the sound management of the Museum's finances.
- Monitor financial performance, report to the Board and ensure sustainable growth and resource management.
- Liaise with the external auditor and liaise with banks and other financial institutions.

Job Specification:**Educational Qualifications:**

- The successful applicant will hold a graduate level qualification in an appropriate discipline.

Experience and Skills:

The following requirements are all essential:

- Proven experience in senior leadership within the museum, heritage, or cultural sector, with a strong background in development, fundraising, and operational management.
- Strong understanding of museum accreditation standards, collections care, and heritage project management.
- Experience leading multi-disciplinary teams, setting and achieving strategic goals and developing and managing budgets.
- Ability to plan and oversee major projects.
- Excellent communication, ICT, fundraising, and stakeholder engagement skills, with a demonstrated ability to develop successful partnerships and secure funding.
- Passionate about heritage conservation and public engagement, with a visionary approach to the future development of the Scottish Maritime Museum.

It is desirable that the person appointed can demonstrate a knowledge of the maritime industry and its history.

Working Conditions:

- Full-time role with evening and weekend working, as required.
- The role is based in Irvine, but will involve travel to the Museum's other site in Dumbarton.
- Home and flexible working may be possible.
- Possession of a driving licence is desirable.

This position offers an opportunity to lead one of the UK's most significant maritime heritage organisations. The successful candidate will play a pivotal role in growing the Scottish Maritime Museum.

20.12.24