

## **Collections Engagement Manager**

### **APPLICATION PACK**

<b>SALARY:</b>	<b>£30,000 per annum</b>
<b>HOURS:</b>	<b>Full time, 39 hours per week. Permanent.</b>
<b>LOCATION:</b>	<b>Camden Town, London NW1 (Some work from home will be possible)</b>
<b>REPORTING TO:</b>	<b>Museum Director</b>
<b>KEY RELATIONSHIPS:</b>	<b>Senior Learning Manager Operations and Finance Officer</b>
<b>ANNUAL LEAVE:</b>	<b>20 days, rising by 3 days after 2 years and then an additional 1 day per year to a maximum of 30 days, plus statutory days and Jewish holidays when they fall on working days.</b>

This application pack contains the following information:

1. Summary Job Description
2. Main Duties and Responsibilities
3. Person Specification
4. How to Apply
5. Equal Opportunities Policy

## **1. Job Description**

The Jewish Museum London is looking for a new member of our small team. We are looking for someone passionate about engaging all audiences with our collections, finding new ways to enable participation with the stories we hold and someone who enjoys working with partners across communities.

Our collections are made up of over 40,000 objects that cover themes such as migration, refugees, personal testimony, minority communities, faith and both material and ephemeral culture. We are looking for someone passionate about both bringing these themes to life, and for caring for a collection that includes a Designated Collection of Jewish ceremonial art, considered to be among the finest in the world

The museum has recently welcomed a new Interim Director and New Chair of Trustees and we are now looking to the future with engagement at the heart of everything we do. We are looking for an enthusiastic and capable collections engagement professional to join the organisation on a permanent basis.

Reporting to the Museum Director the Collections Engagement Manager will have excellent networking and interpersonal skills and will be responsible for leading on all aspects of collections care and engagement projects. As the main point of contact for the museum for collections they will interact with all audiences including young people, experts on Judaica, funders and the public. This may be through reports, public tours and talks or video and audio recordings by the Learning and Engagement Team.

With an eye for detail the post holder will ensure our collection is always well cared for and that we find every opportunity to invite audiences to engage with the museum.

## **2. Main Duties & Responsibilities**

This role will be divided into two main focuses; Project Work and Collections Care

### **Project Work**

Initially for three days a week the Collections Manager will lead on the Esmée Fairbairn 12 month funded project “The Object Lending Library: An Accessible Collection”. This project has been allocated three days per week for 12 months to set up and launch a new programme for the museum to bring our permanent collection out into community spaces and even homes.

Tasks include

- Managing all aspects of project delivery, including: liaising with lawyers, insurance, and conservation experts.
- Creating a ‘library’ of objects, suitable for the project, that provide direct links to audience needs, and encourage the broadest use of the Museum’s collection.
- Working with multiple partner organisations from different communities to deliver this project.
- Managing the pilot and launch of this project.
- Keeping the project on budget and on schedule.

For more information about this project details can be found below.

<https://jewishmuseum.org.uk/2020/07/09/grant-awarded-by-esmee-fairbairn-collections-fund/>

At the end of this 12 month project we will review the time allocated to this project alongside other collections engagement projects.

### **Collections Care**

For two days a week the Collections Manager will focus on collections care management. Examples below would be separated into weekly, monthly or quarterly tasks.

To take overall responsibility for the museum’s collections management and care, the museum’s collections stores and documentation procedures including accessioning and loans, and in particular:

### **Collections Care**

- To care for the museum’s varied collections which include 40,000 objects, documents, photographs, paintings, prints, drawings and oral histories, and to collect new material where appropriate and in discussion with the Director and Board of Trustees.
- To monitor the museum’s environmental controls (e.g. light readings, humidity, pest control) and take responsibility for preventative conservation (e.g. store and display cleaning, preventative freezing of objects).
- To manage the Museum’s collection database on Adlib and keep it up to date, ensuring that we use inclusive language when recording and updating.
- To lead on emergency planning for the collection. This work will be done alongside the Operations Team.

- To ensure insurance of the collections are up to date and adequate in value. This work will be done alongside the Operations Team.
- To be the museum lead for accreditation (our next renewal is scheduled for 2021 so work will begin in autumn 2020).

### **Collections Display**

- To manage and oversee loans in and out of the Museum to and from other collections including for temporary exhibitions and to ensure that appropriate procedures are in place for this purpose.
- To take overall responsibility and management for the Museum's permanent galleries, monitoring and overseeing the maintenance and renewal of displays as needed, ensuring the conservation, and organising cleaning of, objects on display.
- To feed in to the development of any displays or exhibitions (exhibition programme is currently paused due to Covid-19).

### **Collections Enquiries/Engagement**

- To manage and respond to research requests and enquiries, by telephone, email and letter, from researchers, students, media and the general public; and to assist and supervise researchers visiting the museum's Foyle Research Library and collections.
- To manage the museum's established picture library, including negotiating fees and permissions, and managing invoicing, and to manage the reference library.
- To represent the collection to the public, for example through introducing events and by giving media interviews, giving talks to groups, and giving tours to the public, funders and new staff and interns.

### **Collections as Part of the Wider Team**

- To lead on all collections based projects and networks including participation in Jewish Heritage Network, Jewish Lives Project.
- To work cross-departmentally in particular with the learning and engagement team to ensure the Museum's collection is embedded in the Museum's activities (including programming, social media and outreach work). To support the Director with regards to collections and to give relevant input in the business plan, monthly and annual reports, etc.
- To coordinate a small group of collections volunteers, working within various aspects of work. This work will be done alongside the Engagement Officer who holds overall responsibility for all volunteers at the museum.
- To hold the budget for various restricted funds related to the collection.
- To write regular reports for the Director, Board and Funders as required.

This Job Description is subject to alteration in response to changes in legislation or the Jewish Museum London's operational procedures.

### **3. Person specification**

#### **Essential**

1. Educated in either a relevant degree or with equivalent experience
2. Minimum of three years' experience in a collections management capacity
3. Demonstrable experience of managing collections loans
4. Demonstrable experience of engaging communities with collections and partnership working
5. Experience of budget management
6. Experience of report writing for funders
7. Sound knowledge and experience of museum collections management practice
8. Demonstrable understanding and experience of using collections management systems, in particular Adlib
9. Experience of volunteer management
10. A demonstrable knowledge of and interest in the themes the museum covers especially as a museum of the British Jewish community.
11. Excellent written and verbal communication skills with both strong attention to detail and experience of public speaking
12. Ability to manage a range of tasks simultaneously
13. Calm under pressure and able to prioritise work effectively
14. Ability to build strong internal and cross-departmental relationships and a flexible approach
15. Ability to engage individuals from a wide range of backgrounds
16. Excellent IT skills including a working knowledge of MS Office programmes

#### **Desirable**

17. Expertise in Jewish collections or studies
18. Experience of working on project funded work
19. A working knowledge of Hebrew
20. Experience of communicating with the media
21. Experience of creating content for social media/websites

#### 4. How to Apply

To apply:

- Please send your CV and covering letter explaining your interest in the post and relevant experience
- Email this to [joinus@jewishmuseum.org.uk](mailto:joinus@jewishmuseum.org.uk) with the subject line '**Job Application: Collections Engagement Manager**'
- Deadline is **midnight Thursday 27<sup>th</sup> August 2020**.

The candidates who appear from their application to best meet the essential criteria above will be invited to interview. It is thus essential that your cover letter gives a full but concise description of the nature, extent and level of the responsibilities you have held.

*Please note that you will receive an auto reply from the email address to let you know your application has been successfully received. Due to the large number of applications we are expecting it probably won't be possible for us to reply to everyone. Those who have been successful will receive an invitation to interview before end of day Friday 28<sup>th</sup> August 2020.*

**First round interviews are scheduled to be held on Wednesday 2<sup>nd</sup> September on Zoom, ideally between 9am and 2pm.**

- To assist us in arranging interviews, please inform us if you will be unavailable on this date. We will always look to accommodate those who can't make the scheduled date where possible.
- The Jewish Museum is committed to making applications accessible. If Zoom poses accessibility barriers or you have any requirements to make the interview accessible for you then please let us know at the time of confirming your interview slot. Alternatives and adjustments will be made in consultation with you.'
- First round interviews will be held by Frances Jeens, Interim Museum Director and an external collections professional.
- Please also indicate if there are any restrictions on you taking up employment in the UK and, if so, provide details.

If required, **second round interviews will be scheduled, potentially in person at the museum, on either Tuesday 8<sup>th</sup> or Wednesday 9<sup>th</sup> September 2020.**

- Second round interviews will be held by Frances Jeens, Interim Museum Director and Becks Armstrong, COO.
- We anticipate holding second interviews in the museum however this may change.
- If travel to the museum is not possible for you at this time then alternatives will be found in consultation with you.

## **5. EQUAL OPPORTUNITIES POLICY**

### **1. Statement of Policy**

The Jewish Museum endeavours to be an equal opportunity employer and has a policy for this purpose.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, age, marital status, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.

This policy covers all aspects of employment including vacancy advertising, selection, recruitment, training, conditions of service and reasons for termination of service.

To ensure that this policy is operating effectively and for no other purpose the Museum maintains records of employee's racial origins, gender and disability. The Museum will ensure that there is ongoing monitoring and analysis of such records to provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Chief Operating Officer is responsible for the effective operation of the Jewish Museum's Equal Opportunities policy.

### **2. The Policy**

#### **2.1 Vacancy Advertising**

Wherever possible all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy adverts will include an appropriate short statement on equal opportunity.

#### **2.2 Selection and Recruitment**

Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

At least two people must be involved in the selection interview and recruitment process, and should have received training in equal opportunities. Reasons for selection and rejection of applicants must be recorded.

#### **2.3 Personnel Records**

In order to ensure the effective operation of the equal opportunities policy and for no other reason a record will be kept of all job applicants' and employees' racial origins and disability.

Where necessary employees will be able to check/ correct their own record with regard to equal opportunities. Otherwise access to this information will be protected.

Such records will be analysed regularly and appropriate follow up action taken.

## **2.4 Equal Opportunities and Volunteers**

The Jewish Museum is committed to supporting and developing its volunteers and will apply the spirit of this policy to them.

## **2.5 Visitors, Staff and Outreach**

The Jewish Museum also seeks to provide equality of opportunity for service users of all backgrounds. Particular effort is made to reach the elderly, disabled and disadvantaged through its programme of outreach which includes educational programmes, talks and travelling displays.

Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

## **3. General**

The objectives of this Equal Opportunities Employment policy are

- To ensure that The Jewish Museum has access to the widest labour market and secures the best employees for its needs.
- Ensures that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to reach their full potential to the benefit of the Jewish Museum and themselves.

The cooperation of all employees is essential for the success of this policy. However the ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice lies with the Jewish Museum. Behaviour against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter and may in some cases lead to dismissal.



## Jewish Museum Equal opportunities monitoring form

We are committed to equal opportunities in our recruitment process. This form is not sent to the recruiting panel and has no part in the shortlisting process. The information you supply on this form will be kept confidentially and for the purpose of recruitment monitoring and provision of statistical data only.

<b>Post title:</b>	
<b>Full name:</b>	
<b>1. Gender:</b> Male / Female / Non-binary/Other / I prefer not to disclose this information	
<b>2. Gender Identity. Do you identify as trans?</b> Yes/ No/ I prefer not to disclose this information	
<b>3. Age</b>	
<b>4. Marital status</b>	
Married (opposite sex)	
Married (same sex)	
Civil partner	
Single	
Other	
I prefer not to disclose this information	
<b>5. What is your sexual orientation?</b>	
Bisexual	
Gay man	
Gay woman/lesbian	

Heterosexual/straight	
Other	
I prefer not to disclose this information	
<b>6. Do you consider yourself disabled?</b>	
Yes/ No/ I prefer not to disclose this information	
<b>7. Ethnic origin</b>	
(Relates to a sense of identity/belonging on the basis of race/culture.)	
I would describe myself as (choose ONE section from A to G,):	
<b>A White:</b>	
British	
English	
Scottish	
Welsh	
Irish	
Other, please specify:	
<b>B Mixed:</b>	
White and Black Caribbean	
White and Black African	
White and Asian	
Other, please specify:	
<b>C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:</b>	

Indian	
Pakistani	
Bangladeshi	
Other, please specify:	
<b>D Black, Black British, Black English, Black Scottish, or Black Welsh:</b>	
Caribbean	
African	
Other, please specify:	
<b>E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:</b>	
Chinese	
Other, please specify:	
<b>F Jewish ethnicity</b>	
Jewish	
<b>G Any other ethnic group</b>	
(Please specify)	
I prefer not to disclose this information	
<b>8. Where did you see this post advertised?</b>	
Data protection: Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.	
<b>Applicant's signature:</b>	<b>Date:</b>