

Collections & Library Project Manager

Salary: c£30,000 with attractive pension and generous holiday
Contract: 18 month fixed term contract

Ever wondered what our idea of home says about us?

Our mission at the Geffrye Museum of the Home is to reveal and rethink the ways we live - in order to live better together.

Join us in our mission and help us create exhibitions, events, collaborations, research and debate – all from our home in the historic Geffrye Almshouses in East London.

About the role

This is an exciting time to join the Geffrye Museum of the Home and play your part in our £18.1 million capital development project, *Unlocking the Geffrye*, to open up the Grade I listed building and period gardens to 50% more visitors each year and launch new spaces for innovative learning, leisure and creativity.

You will be fully accountable for the recant of our treasures, approximately 28,000 objects and a large library and archive collection, into our new stores, on site at the museum, in time for our reopening in summer 2020. You will also plan for the opening of our stunning new library and collections study room. You will support the Director of Capital Projects in ensuring the smooth delivery of this transformational project into business as usual, and also oversee a team of enthusiastic and dedicated volunteers.

About you

You will be an exceptional people manager, able to nurture and motivate others to build a high performance team.

You will be extremely well organised, fully proficient with project management tools and methodologies. Your organisation skills will stretch to budget management and producing regular status reports.

You will have previous curatorial experience in a museum or gallery working on collections management. Preferably you will have previously overseen a similar project in another museum or gallery. You must have manual dexterity and an understanding and appreciation of objects and their different requirements. You will need to demonstrate a sound knowledge of conservation, security and insurance issues relating to collections.

What we offer

- We offer a choice of two generous pension schemes that cater to all staff based on their affordability
- 25 days' holiday (rising to 30 days with 5 years' service) and 8 days bank holiday each year
- Affordable lunchtime yoga classes on site.
- We also have staff discounts in our shop and café.
- We have a reciprocal agreement with many leading museums and art galleries in London, that allow you to enter for free with your staff pass
- The opportunity to work in a beautiful setting

How to apply

For a job description, person specification and to apply please visit:

<http://www.geffrye-museum.org.uk/aboutus/jobs/>

Closing date for applications: midnight Tuesday 21st May 2019

Interviews dates: w/c 3rd June

If you have not received a response from us by Friday 7th June 2019, please assume that your application has been unsuccessful on this occasion.

The Geffrye Museum trust is an equal opportunity employer. We particularly welcome applications from people from a BAME background, men or those who are Deaf or disabled as they are currently under-represented in our workforce.

Registered Charity in England and Wales No 803052



Job Description

Title: **Collections & Library Project Manager**
Contract: **18 month fixed term contract**
Salary: **c£30,000, generous pension and annual holiday**
Reporting line: **Director of Capital Projects & Operations**

Job Objectives

You will plan and manage the recant of the collections (approx. 28,000 objects and a large library and archive collection), including documentation and packing, into our new stores and library & collections study room prior to reopening the Museum in summer 2020. You will also provide support to the Director of Capital Projects and Operations in the delivery of the wider *Unlocking the Geffrye* capital project.

Main Responsibilities

Library and Collections recant

1. Manage the project timeline, gathering, coordinating and managing the workflows across the overall project programme, including monitoring progress against schedule.
2. Ensure the recant project is delivered smoothly, to deadline and budget and to the highest possible standards
3. Manage a team of freelance technicians and external art handlers / movers to recant of objects into stores both on and off-site
4. Work with the project team, curatorial team and conservators to support the planning and delivery of documentation, packing and recant of projects.
5. Work with the curatorial team, produce object layout plans for new storage facilities, improving care and access to collections in storage.
6. Plan and implement systems for the day to day management of the library & collections study room on re-opening.
7. Update collection management database with updated locations and condition reports as required.
8. Ensure new stores and library & collections study room are fit for purposes, equipped with all necessary equipment to carry out the project. Specify, procure and coordinate the maintenance of any equipment required.
9. Ensure new stores and library are clean, secure and environmentally stable before recanting objects. Environment and security to be monitored throughout.
10. To implement and monitor Health and Safety standards for activities and equipment.
11. Maintain and develop preventative conservation measures and oversee contracted remedial conservation and pest management
12. Ensure a high standard of care and management of the archive collections and support their use by the public.
13. Ensure that the team (collections staff and volunteers) are well-prepared for the opening of the new study facilities by assisting with briefing, training and providing guidelines/manuals

Unlocking the Geffrye Project

1. Provide flexible support to the Director of Capital Projects and Operations in the delivery of the final stages of the *Unlocking the Geffrye* capital project, including reoccupation and preparations for reopening.
2. Liaise with Director of Capital Projects and Operations and the Director to coordinate all relevant and necessary information relating to the project, including drafting briefings, papers and reports.
3. Arrange related project meetings, workshops and events as necessary.

Budget Management

1. Manage the recant budget in liaison with the Director of Capital Projects and Operations, providing forecast, tracking expenditure, processing invoices, managing competitive quotes and tenders as required.

Communications

1. Act as first point of contact for the recant project for both internal and external stakeholders.
2. To plan, coordinate and deliver training, including skill-sharing.

General Duties

1. Development and supervision of volunteer placements
2. Undertake other duties as appropriate to the role and within the competence of the role holder to include overtime duties when required. In addition, to work occasionally at weekends or evenings as required

3. Be an advocate for the museum's policies, including our equality and diversity policy, and GDPR

Person Specification

You will need to have:

- Demonstrable experience in managing and delivering projects in a museum or heritage setting.
- Previous curatorial experience in a museum or gallery working on collections management.
- Good working knowledge of conservation, security and insurance issues relating to collections
- Object or art handling and collections care experience in a museum or similar environment
- Supervisor or manager in museum or similar environment
- Excellent verbal and written communication skills – including proven ability to write reports and procedure documents.
- A high degree of computer literacy, with confident and accurate use of Windows based applications and Collections Management software to support own work and project delivery.
- Highly effective, confident and collaborative interpersonal and influencing skills – able to manage upwards, inspire confidence, and develop effective working relationships internally and externally at all levels.
- The ability to use standard project planning tools and methodologies to deliver projects on schedule
- Proven experience of budget management and financial processing
- A keen interest in the work of the Geffrye
- An understanding and commitment to the role that diversity and inclusion play in the activities of the Geffrye as a whole and in the work of this particular job.

We welcome applicants from everyone. We particularly welcome applications from people from a BAME background, men or those who are Deaf or disabled as they are currently under-represented in our workforce. If you wish to discuss reasonable adjustments for this role, please indicate this in your application and we will be in touch with you.

Please note that this role would not meet UK Visa and Immigration's requirements for a visa. As such we are only able to consider candidates who have the existing right to work in the UK.