

## **CLAN MACPHERSON MUSEUM TRUST – RESIDENT CURATOR**

### **JOB SPECIFICATION**

Job Title: Curator  
Reporting to: Convenor  
Location: Clan Macpherson Museum, Main Street, Newtonmore, PH20 1DE  
Start Date: 1 April 2022. Accommodation may be available from 1 December 2021

#### **Background:**

The Clan Macpherson Museum was established in 1952 as the first Clan Museum. It sits in a prime location in Newtonmore, the village which also houses the Highland Folk Museum. The Museum is operated by a Trust, which is advised by a Committee, which meets three times a year. Amongst others a professional Museum Mentor from Highlife Highland sits on this Committee. In 2020 the Trustees with the assistance of Museums and Galleries Scotland replaced and insulated the roof and are in the process of revamping the Museum interior.

The Museum is accredited by Museums and Galleries Scotland and has been awarded 4 stars by Visit Scotland.

The Museum is open 7 days a week between 10.00 and 17.00 (12.00 to 17.00 on Sunday) from 1 April to 31 October. It welcomes approximately 4,000 visitors a year. It is occasionally open outwith these times. There is no charge for entry to the Museum, which is sustained by donations, grants, investment income and shop sales.

The Trustees are seeking a resident Curator to take the Museum to its next stage of development. In preparation the Museum has initiated contracts to prepare marketing, events and outreach plans as well as make recommendations about the Museum's Digital presence. The new Curator will build on the work that has been done, seeking funding, increasing visitor numbers and community involvement while retaining responsibility for the day to day operations and security of the Museum.

The Trustees will provide the Curator with a two/three bedroom flat above the Museum inclusive of heat, light, water, sewage and council tax in which the Curator is anticipated to live. There is a commission on shop sales plus salary dependent on funds raised.

#### **Roles and responsibilities:**

The responsibilities of the Curator are split into four parts:

1. Throughout the year:
  - a. care for the Museum collection in line with the professional standards and processes required of an accredited Museum.
  - b. responsibility for the security of the house and Museum and its artefacts including a full working knowledge of the emergency plan.
  - c. attendance at the courses necessary to maintain the required standard of professional development.
  - d. develop and run the Museum outreach and volunteer programme.
  - e. cleanliness, care and maintenance of the Museum, house and garden.

2. During the open season, day to day operation of the Museum including welcoming visitors and running the shop. The Curator is expected to arrange volunteers to cover a minimum of 12 hours a week and be present in the Museum when no voluntary cover is available.
3. Through social media and other channels promoting, representing and acting as a point of contact for the Clan Macpherson Museum within the local community, the Clan and the wider public. Involvement in local heritage groups and activities, such as the Newtonmore Business Association and Museums and Heritage Highland, and to attend professional conferences and events
4. Identifying and developing projects with the assistance of the Trustees to raise funds for the Museum and improve the visitor experience. This will include the creation of special exhibitions and organising and running a series of regular events (both at the Museum and virtually).

The Curator is required to maintain records of and report to the Trustees at each meeting of the Advisory Committee and to the Annual General Meeting of the Clan Macpherson Association and when otherwise requested on:

- a. all exhibits, artefacts and archives
- b. all donations made to the museum both financial and otherwise
- c. the sales of and stock in the shop
- d. all visitors to the museum and the quality of their experience
- e. light, temperature, humidity and other environmental measures for the museum
- f. hours worked by employees and volunteers within the museum
- g. compliance with all relevant legislation to include as an indicative rather than exhaustive list health and safety, child protection and disability discrimination legislation
- h. other items as decided from time to time by the Trustees.

Records of donations to the Museum and Shop Sales must be reported to the Treasurer at least monthly or more frequently if requested.

Scope of role:

To:

- ensure compliance with professional standards of collections management and care i.e. object handling, conservation & storage; condition surveys; maintaining records & cataloguing acquisitions
- have responsibility for collection documentation and management.
- oversee the care of the public galleries and stores, including environmental conditions and monitoring; security; pest management control; and emergency procedures
- be aware of health & safety at work regulations within the work place
- keep relevant museum procedures up-to-date
- facilitate and coordinate the research of the Collection as appropriate
- identify objects for potential acquisition or loan by the Museum or collections of interest to the museum, the accompanying funding and negotiate as instructed.

- manage loans in and out of the Collection.
- catalogue, acquisitions and keep records of archives and artefacts.
- carry out background research and write catalogues.
- display objects or collections in a way that makes them accessible and engaging to the general public.
- write articles for the website and Creag Dhubh magazine.
- write articles for internal and external publications.
- plan, organise, interpret and present exhibitions and lectures.
- collaborate with the Museum Advisory Committee to implement education, fundraising, marketing and conservation.
- plan, forecast and report on budgets.
- lead on Collection related grant applications, and fund-raising processes.
- write bids.
- deal with enquiries from clients and stakeholders.
- answer visitor and research enquiries about the Collection face-to-face, by telephone or email and forward the enquiry to the appropriate Trustee
- handle e-mail, post and telephone enquiries from researchers and the public forwarding as necessary to the appropriate Trustee.
- deal with and understand computer-generated imagery and website software as part of enhancing visitor interaction and experience.
- manage volunteer recruitment, training, promotion and development.
- liaise with voluntary groups, the community and industry (including schools, local history and other community groups), as well as grant agencies to secure sponsorship for events, publications and development projects.
- liaise with the Museum Advisory Committee, Trustees and local council, political and business groups to secure the future of the museum.
- network with other museum and art gallery professionals and outside agencies.
- maintain and establish contacts and links with other museums, professionals and relevant organisations (local and national).
- curate exhibitions working alongside others to create integrated programmes of activities and events.
- support engagement with the Collection through talks, events and activities.
- assist with marketing and publicity projects with respect to the Museum and its Collection and activities.
- help develop links with the Clan diaspora, utilising digital technology where possible.
- manage Museum Assistants and Volunteers including providing training and support.
- attend relevant meetings, training events and seminars (within budget limitations).
- produce written reports as required/requested and attend regular meetings of the Museum Advisory Committee to update progress on all aspects of curatorial work.
- deputise for the Convenor when requested.
- undertake any duty which may reasonably be requested by the Trustees
- be a key holder

## Skills/Qualities:

Applicants need to demonstrate that they are:

- honest, reliable, trustworthy.
- safe with children and disabled people.
- educated to degree level or have equivalent experience.
- holders of a Museum or heritage qualification or be willing to work towards a post-graduate qualification.
- experienced in working in a museum, gallery or heritage centre and/or retail environment.
- knowledgeable and experienced in collections care.
- interested in Scottish history and willing to learn Macpherson history.
- experienced in using Microsoft Office and social media and creating websites.
- organised and possess good administrative and numeric skills.
- able to plan and organise work to achieve objectives to deadlines.
- prepared to use resources to achieve value for money and work for and with the Trustees.
- effective communicators both verbally and in writing.
- knowledgeable of the standards required for Museum accreditation.
- experienced in the use of Museum collection management systems.
- experienced in working in a customer focused environment.
- aware and have some knowledge of the Gaelic language.

A working knowledge of basic maintenance, first aid, health and safety legislation are desirable. The applicant will be required to work remotely from and represent the Trustees; experience of working in a similar situation would be of advantage.