



COLLECTIONS MANAGER

Recruitment Pack

January 2020



WELCOME



We are delighted that you are interested in joining our team.

The Stirling Smith Art Gallery and Museum is a unique and established organisation about to embark on a major redevelopment. The Collections Manager role offers a unique opportunity to be involved in helping to shape our future.

This is a critical role within the organisation and will help us deliver our mission of caring for and making accessible our collections to diverse audiences. We welcome over 45,000 visitors through our doors every year, each one receiving the highest standard of customer service.

We are looking for someone with the experience, energy and drive to join us at this time of change. You will be capable of developing and managing diverse collections, working with a small team to deliver successful learning activities, have a passion for engaging different audiences and exploring new ideas. You'll be commercially minded with good communication and networking skills, helping build relationships and partnerships across the heritage sector in Stirling and beyond.

Stirling is steeped in history, has a thriving cultural scene and is surrounded by beautiful scenery. It's a wonderful place to live and work and offers an excellent quality of life.

We look forward to you joining us on this exciting journey.

A handwritten signature in blue ink, appearing to read 'Caroline Mathers'. The signature is fluid and cursive, with a large initial 'C'.

Caroline Mathers
Director, The Smith Art Gallery and Museum

THE SMITH ART GALLERY AND MUSEUM

Since its foundation in 1874, The Smith Art Gallery and Museum has played a very special part in the history of Stirling. Today, the museum houses Scottish and European art and artefacts, as well as British pewter, archaeology and world culture collections.

The Smith functions as a gallery, museum and cultural centre for the Stirling area and is the repository for historical artefacts and paintings relating to Stirlingshire while at the same time offering exhibition opportunities for contemporary artists. Community groups meet regularly in our lecture theatre, and our café and biodiversity garden are popular with local visitors.

Our Mission

Our mission is to conserve and make accessible our collections for the enjoyment, education and wellbeing of visitors locally and from around the world. Our ambition over the next five years is to create a world class art gallery and museum that the people of Stirling can be proud of. Our planned redevelopment will transform the building and facilities to enable us to provide the highest standard of collections care and public engagement programming, ensuring The Smith remains central to the great artistic and creative energy of Stirling.

Our Collection

The collection at The Smith Art Gallery and Museum contains over 40,000 objects, artworks and photographs presenting Stirling to the world and the world to Stirling. Our collection spans thousands of years of history from local archaeological finds to 19th-century European art. To learn more about our collection click [here](#).

Your Role

As Collections Manager, you will lead on the planning and delivery of collections management operations across the museum, with a focus on day-to-day collections care and access. You will manage a small team as well as volunteers and student placements.

You will be expected to lead on the introduction of new working practices, common standards and a more cohesive approach to collections management. You will facilitate access to collections, contribute to programme delivery, review process and procedure, and oversee Health and Safety compliance relating to collections.

A review and evaluation of the collections store and workshop will be a feature of the role, as well as planning for the potential transfer and re-housing of collections in the future.

JOB DESCRIPTION

Job Title: Collections Manager

Location: Stirling

Reports to: Museum Director

Hours: Full time

Salary: circa 32,000 per annum

Budget Responsibilities: Limited

Line management responsibilities: Yes

Purpose of the job

Be responsible for the care and management of a large and varied collection of fine art, historic objects and photography, and coordinate collections management activity and resource planning for The Stirling Smith Museum and Art Gallery.

Key Accountabilities

- As a member of the senior management team, assist in the development and implementation of the museum strategy.
- Develop and implement the highest standards of best practice with regards to the care and display of objects and access to the collection, including delivery of standardised processes and procedures to be applied across the collections team.
- Lead on the planning and delivery of day-to-day collections management operations, including object documentation and movement, security and maintenance of the stores.
- Plan and manage large-scale collections moves and storage projects, loans programme and aspects of exhibitions activity.
- Contribute to planning and delivery of the museum's education and outreach programme, including access projects, giving talks to local groups, dealing with public enquires and promoting our collections work both internally and externally.
- Work alongside the Director to plan and manage resources across the museum to establish priorities, and where relevant, commission and supervise external contractors.
- Work collaboratively with the Director, colleagues, external organisations, artists and community groups.
- Operate within the policies, procedures and controls set out by the museum, while also ensuring that specific working controls are in place to manage the risks within your direct area of responsibility.
- Contribute to the development of funding applications related to collections care and access.
- Commitment to attend appropriate training and keep abreast of developments in collections management approaches.
- Work occasional evenings and weekends when necessary.

PERSON SPECIFICATION

Essential Technical Skills

- In-depth knowledge of collections care, display and preventative conservation practice, including object/ art handling and installation.
- Working knowledge and understanding of the ethics, principles and best practices of the museum profession.
- Experience of managing compliance with sector standards e.g. Spectrum, Accreditation, Code of Ethics for museums.
- IT skills including familiarity with museum databases, preferably Adlib.
- Knowledge of legal, ethical and professional frameworks for disposals.
- Substantial relevant experience in key aspects of collections care and management including collections audits, risk assessment, condition surveys and display maintenance.
- Understanding of exhibition design and installation.

Education & Professional

- A degree in a relevant subject (e.g. history, art history, ethnology) plus a post graduate qualification in museum studies and/or object conservation or equivalent.
- Good working knowledge of, and interest in, history/art/decorative arts/material culture.
- Demonstrable interest in The Smith's collections.
- Experience at manager/supervisor level in a museum or similar environment.
- Proven ability to successfully deliver a project/programme to the highest standards of best practice.
- Experience of leading, developing and motivating a small team.
- Experience of working with and managing volunteers.
- Able to maintain strong and effective working relationships with colleagues, volunteers and other stakeholders.

Personal Skills

- Effective communicator (verbally and in writing) and able to influence others.
- Positive 'can-do' attitude.
- Problem solving approach.
- Able to work as part of a multi-disciplinary team.
- Ability to manage own workload and meet deadlines.

HOW TO APPLY

To apply for this post, please submit your CV and a two page supporting statement by email to jobs@thesmith.scot by Friday 31 January 2020 (quote reference CM2020). Interviews will be held on Friday 21 February 2020.

The Stirling Smith Art Gallery and Museum

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