

## **PETERSFIELD MUSEUM LIMITED**

Position	<b>CURATOR and MANAGER</b>
Organisation	<b>PETERSFIELD MUSEUM and FLORA TWORT GALLERY</b>
Salary	<b>£25 - 30,000</b>
Hours	Full time
Contract	12 months, with 6 months probation, thereafter by negotiation
Location	Petersfield, East Hampshire
Closing date	7th February 2012

**JOB DESCRIPTION:** the person appointed will be -

responsible for the management, development and promotion of the collections of Petersfield Museum and for their interpretation and display for the benefit of the general public, researchers and students.

responsible for the day-to-day management of the Museum, its staff and volunteers and for management of the heritage and outreach activities, including the education programme temporary exhibitions and other events, in conjunction with the Education Officer

supportive of the trustees, supporters, funders and others in developing and implementing the Museum's intention to move to new premises and play a key role in the cultural life of the South Downs National Park

**KEY DUTIES:** will be to -

1. management and motivation of staff and volunteers
2. maintain the requirement of the Museum's Accreditation status
3. initiate ideas to ensure that the Museum continues to meet the needs of users and to include opportunities provided by developments in Museum design and communications technology
4. manage the budgets and participating with trustees to raise income from local and national sources and commercial activities
5. promote an interest in and access to the collections, including the provision of an effective enquiry service for the general public, other museums, professionals and academics, providing specialist advice as appropriate
6. seek to develop the Museum's market by all possible means including media, articles and interviews and administering fundraising activities.

To apply send a CV and covering letter to [careers@petersfieldmuseum.org](mailto:careers@petersfieldmuseum.org)

CHM / 25 November 2011