



THE FARMLAND MUSEUM

DENNY ABBEY, ELY ROAD, WATERBEACH, CAMBRIDGE CB5 9PQ

TEL 01223 860988

info@farmlandmuseum.org.uk www.dennyfarmlandmuseum.org.uk

Vacancy: Collections and Audience Engagement Officer

Part-Time contract (initially one year)

Salary: £10,008 per annum

Paid in 12 equal monthly instalments (equating to 834 hours per year at £12 per hour)

Hours of work:

Open Season, usually 1st April – 31st October:

19 hours per week to include at least one day (8 hours) per week as visitor reception officer.

Hours will ideally be worked Thursday to Sunday. Exact days and times to be agreed with the Museum Manager, ensuring core museum opening hours are covered by the staffing rota.

Closed Season, usually 1st November - 31st March:

12 hours per week, can be worked flexibly.

The Farmland Museum and Denny Abbey is looking to recruit a creative individual to join the team as a *Collections and Audience Engagement Officer* as we seek to reopen to the public in spring 2021. The successful candidate will bring versatility and imagination to this new role as they develop innovative ways to display and utilise the museum's extensive and historically significant collection. Central to the role will be the creation of frequent small-scale events to engage existing and new audiences, and in turn generate revenue, as we reimagine our offering and adapt to Covid-19 regulations.

The Farmland Museum and Denny Abbey tells an 850-year story of farming, communities and life in the Cambridgeshire Fens. Located in a rural setting close to Cambridge, the museum consists of: the Farmland Museum - a series of farm buildings housing an extensive collection of exhibits, displays and objects; and Denny Abbey - a unique Grade I listed monastic building owned by English Heritage and managed on their behalf by the Farmland Museum. The museum offers a family-friendly experience, providing learning and engagement through events and activities. Visitors to the museum include families, schools, those with an interest in history and nature, and also those with specialised passions or hobbies relating to farming and rural crafts. For more information on the museum visit www.dennyfarmlandmuseum.org.uk

The role will provide the successful applicant with the opportunity to be at the heart of running the museum, helping to plan the annual calendar of events, and lead on collections care.

Purpose of the role:

To be responsible for the care and interpretation of the museum's collection and to ensure it reaches as wide an audience as possible in line with the following strategy committed to by the Board of Trustees:

- To secure the museum's sustainability: through a programme of events, exhibitions and educational opportunities that generate income.
- To develop into a truly independent visitor attraction: through exciting and frequently updated displays.
- To be the centre of rural heritage collections relating to the social and agricultural history of South Cambridgeshire: through a focused collections policy, effective interpretation and accredited standards of care.

Responsible to: Museum Manager

Responsible for:

- The management, care and interpretation of the collections and loans.
- Visual design of exhibition and display spaces.
- Creation of content for marketing materials.
- Co-ordination and delivery of a programme of events, learning activities, workshops etc. for a range of ages both on and off site.
- Recruitment, induction and management of collections and learning volunteers.
- Budgets relating to collections, education and exhibitions.

Key duties:

- To contribute to the museum's open, inclusive and collaborative culture where everyone feels valued and supported.
- To work with Museum Manager, Trustees and mentors to ensure that the museum meets its accreditation standards with regard to collections care.
- To develop interesting and effective exhibits designed to attract visitors, with informative and relevant interpretation, and refresh the displays regularly.
- To incorporate the above into a vibrant events and exhibitions calendar to attract new and returning visitors and in turn generate income for the museum.
- To create engaging collections-related content for website and social media.
- To respond to offers of items for collection.
- To produce creative materials and learning activities for a range of ages, for use both on and off site.
- To coordinate school visits and activities.
- To develop and coordinate guided tours and activities for pre-booked groups.
- To recruit and train collections and learning volunteers.
- To set tasks and manage the work of collections and learning volunteers.
- To develop and manage collections budgets.
- To produce collections and events reports to Trustees for quarterly Board meetings.
- To open/close the museum, welcome visitors at the museum reception desk and run the gift shop at least one day per week when open.
- To deputise for Museum Manager when required.
- To be a designated First Aider and Safeguarding Lead (*all museum staff will be trained accordingly.*)
- Any other relevant duties as required to ensure the smooth running of the museum.

Person Specification for Collections and Audience Engagement Officer

Essential:

- Previous employment in an arts or heritage sector organisation.
- Creative or visual display experience.
- Proven track record in developing exciting and financially sustainable event and exhibition programmes for diverse audiences.
- Experience of managing logistics of events including planning, staffing, commissioning suppliers and evaluation.
- Competency in managing budgets.
- Knowledge of the social history of Britain c.1800 onwards.

Abilities and aptitudes

- Passion for the heritage sector and a desire to programme events which reach new audiences.
- A customer-focussed approach to work, always considering the needs of the visitor.
- Excellent communication skills.
- Able to motivate others and work inclusively to build rapport.
- Highly organised and able to work independently with self-reliance when required.
- A creative thinker.

Desirable

- Museum qualification highly desirable.
- Experience of working in partnerships and with volunteers.
- Experience of working in a customer-facing role.

Additional information

- A driving license or access to transport is essential as the museum is difficult to access by public transport or bicycle.
- The museum will obtain a DBS check for the successful candidate.
- The role may involve some lone-working.

Applications should take the form of a CV and detailed covering letter, explaining how you would be a good fit for the role and giving examples of how you meet the person specification criteria, along with any other relevant information.

Please submit applications by email to info@farmlandmuseum.org.uk.

Remote working means that we are unable to accept applications by post at this time.

Deadline for applications midnight on Sunday 28th February 2021.

There will be two rounds of interviews. The first will take the form of a video interview in the week commencing 8th March 2021. Shortlisted candidates will then be invited to the museum for a second interview. The position is open for an immediate start.

If you have any questions about the role, please contact Sarah Michael at sarah.michael@farmlandmuseum.org.uk

The Farmland Museum and Denny Abbey is an equal opportunities employer and our Equal Opportunities Policy is available on request.