

MUSEUM COLLECTIONS AND OPERATIONS MANAGER

Museum

Grade 8, Full time, Permanent

Job reference number: 109-24



Applicant Information Pack

Closing date

9am Monday 26 August 2024

Interview date

Week commencing 9 September 2024

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Job Description

Job title	Museum Collections and Operations Manager
Department	Museum
Grade	8
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Curator
Responsible for	Digital Officer, Learning & Participation Officer, Museum Operations Assistant, Museum Operations & Administration Assistant
Liases with	Internal Estates, ICT, Marcomms, Performance & Programming External Off-site storage facilities, Suppliers, Services
Job overview	<p>The Museum Collections & Operations Manager coordinates the day to day running of the museum and the management of its collections on and off site – including overseeing the activity of a team of four people, applying and improving museum policies and plans and maintaining professional standards compliant with national regulations and international best practice.</p> <p>They have an active role in the development of the Museum Forward Plan and its delivery in the areas of public engagement, collection management (including digital assets) and providing a service to the internal (RCM staff and students) and external communities.</p>

Key Responsibilities

These include:

- Managing all aspects of collections care, following and implementing ACE Spectrum guidelines and national and international standard and best practice.
- Managing Museum operations to deliver the Museum Strategy and Forward Plan with existing team structure and resources.
- Oversee Museum gallery and spaces and coordinate action to guarantee a high standard in maintenance and public facing profile across the permanent and temporary exhibition spaces, Weston Discovery Centre and Wolfson Centre
- Oversee the functioning and updating of on-site digital and physical resources and interactives to maximise visitors' engagement and enjoyment of the display.
- Oversee the maintenance and expansion of the Museum online digital resources and the continuation of the digitisation plan.
- Oversee collection security arrangements
- Managing the collection's documentation, archives, preservation, handling, copyright, security, CMS management, and insurance.
- Managing the Museum operational budget.
- Contributing to the development of the Museum Strategy, Forward Plans and Reports.

- Coordinating the work of the Digital Officer, Learning & Participation Officer, Museum Operations Assistant and Museum Operations & Administration Assistant to deliver the Museum forward plan in a timely and cost-effective manner.
- Leading the Museum's Accreditation return, coordinating with colleagues in gathering information and authoring Accreditation documents.
- Supervising the storage and preservation of collections' objects on and off site in collaboration with the Museum Conservator.
- Managing – in collaboration with external agencies – copyright permissions for collections, exhibitions, and archives for internal and external publication requests.
- Assisting in preparing proposals and grant applications to support the Museum's wider strategy and short & long-term forward plan.
- Participating in departmental meetings and serving on working committees.
- May train and supervise staff and student employees, interns, and/or volunteers performing related work; may participate in the recruitment of staff and volunteers, as appropriate to the area of operation.
- Carrying out other such duties as the Curator might reasonably require, consistent with the grade of the post.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Degree in Museum Studies or equivalent professional experience	Essential	AF
	Project management qualification	Desirable	AF
Experience, Skills & Knowledge	Significant experience of management in a museum or comparable organisation.	Essential	AF
	A keen interest in music and musical heritage.	Essential	AF, INT
	Experience with team management	Essential	AF, INT
	Experience with managing budgets	Essential	AF, ST
	A track record of delivering projects on time and on budget	Essential	AF, INT
	Familiarity with ACE Accreditation procedures	Essential	AF, INT
	Familiarity with HEIs	Desirable	AF, INT
	Familiarity with team/project management software and resources	Desirable	AF, ST
Awareness of security regulations for public spaces	Desirable	AF, INT	
Personal Attributes	Well organised, reliable, able to deliver on time under pressure	Essential	AF, INT
	Personable and able to manage a small team within a larger institution	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Curator within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.														
Contract type	Permanent														
Hours of work	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.</p>														
Salary	<p>RCM Pay Scale Grade 8, incremental points 33 – 38:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>33</td><td>£46,220</td></tr><tr><td>34</td><td>£47,467</td></tr><tr><td>35</td><td>£48,751</td></tr><tr><td>36</td><td>£50,075</td></tr><tr><td>37</td><td>£51,434</td></tr><tr><td>38</td><td>£52,867</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	33	£46,220	34	£47,467	35	£48,751	36	£50,075	37	£51,434	38	£52,867
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Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM may consider acting as a sponsor for the Skilled Worker visa route.														
DBS check	Not applicable for this post.														
Probation	The post has a six month probationary period.														
Notice period	The appointment will be subject to termination by not less than three months notice. Notice during probation will be seven days notice by either party.														
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).														

Annual leave	<p>Full time staff are entitled to 245 hours of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>
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Staff Benefits

Travel	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
Events	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
Eye tests & hearing tests	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
Employee Assistance Programme	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
Professional Development	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

About Us

The College	<p>Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject.</p>
Staff	<p>The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.</p>

Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Monday 26 August 2024**

Applications received after the stated closing date will not be considered.

Interview date **Week commencing 9 September 2024**

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

Candidates will be asked to deliver a presentation as part of the interview process. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Professor Gabriele Rossi Rognoni
Curator, RCM Museum
August 2024

