



# THE PEACE MUSEUM

## **Museum Director**

### **The Peace Museum**

**Location:** Saltaire, Shipley

**Salary:** £40,000 p.a. gross

**Contract Type:** Permanent

**Position Type:** Full Time, 37.5hrs/wk

**Closing Date: Sunday 05 November 2023 (midnight)**

### **About the Peace Museum:**

The Peace Museum explores the history and the often-untold stories of peace, peacemakers, social reform and peace movements. It is unique in that it is the only accredited museum of its kind in the UK.

We are currently undertaking an exciting transformation programme designed to ensure the long-term sustainability of the Museum. The programme will deliver brand-new public exhibition and engagement spaces within Salt's Mill, Saltaire, a UNESCO World Heritage Site. The new Museum will open in Summer 2024 allowing us to display more objects and greatly extend our audience.

**We are now looking for a Museum Director** to lead on the transition to our new premises and ways of working, and then to lead on the strategic and operational management of the new Museum.

### **About the role:**

The Museum Director is the leader of The Peace Museum team of staff and volunteers ensuring good professional practice in all areas of the Museum and that the Museum remains accredited, resilient, and financially sustainable.

By joining The Peace Museum at this pivotal point in its history, you will be at the forefront of our transformation journey, making an impact in shaping the future of our institution.



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This is a unique opportunity to lead a highly skilled and dedicated team and contribute to the ongoing sustainability of our museum. **This is your chance to make a real difference and to help determine the character and direction of The Peace Museum of the future.**

## **Key responsibilities:**

The Museum Director is responsible for:

- ensuring the smooth transition to our new premises and ways of working
- leading the day-to-day operations of the museum as an important local, regional and national asset
- ensuring the effective management of the buildings and site, including compliance with statutory requirements e.g. health and safety, first aid, environmental, security and fire safety
- line management responsibility for 3 managers (Development Lead, Curator and Learning & Engagement Lead), the Marketing and Communications Coordinator, the Audience and Participation Coordinator, and any freelance staff
- overall responsibility for the volunteer community, including recruitment
- developing key strategies and plans for adoption by the Executive and Management Team to enable the Museum to fulfil its aims and ensuring the effective delivery of these strategies. These will include strategies and plans relating to Stakeholder Management, Curation & Collections, Education & Learning, Development and Marketing & Comms.
- overall responsibility for budget planning and management in liaison with the Treasurer
- developing and delivering key policies on behalf of the Board of Trustees
- promoting and upholding the Peace Museum's Vision, Objectives and Values in all strategic and operational activity
- promoting the Museum in the public domain, including media and other strategic partners

The Museum Director reports to the Chair of the Peace Museum Board of Trustees.

## **Requirements:**

### **Essential Skills & Experience**

- 3-5 years of strategic leadership in a museum or other visitor-facing heritage setting
- Experience of communicating with the media and other key external stakeholders
- Demonstrable experience of managing and motivating staff and volunteers through leadership, motivation, team building and performance development
- Proven ability to delegate and deliver success through others
- Excellent interpersonal skills with an ability to communicate effectively at all levels
- Experience of leading on all aspects of fundraising and the delivery of grant-funded projects
- Experience of leading on all aspects of marketing and communications
- Budget & performance management in a small organisation



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- Working knowledge and experience of relevant legislation and guidance e.g. museum accreditation
- Effectively managing Health and Safety in the workplace
- Commitment to Equity, Diversity and Inclusion
- **Commitment to the Peace Museum's Vision, Objectives and Values**

## **Desirable**

- Experience of working within an independent museum undergoing transformative change and improvement
- Experience of working for a registered charity

## **Why Join Us:**

### **The Museum offers a competitive benefits package including:**

- Annual leave allowance of 28 days per annum plus national holidays
- Membership of our employee pension scheme
- Professional and personal development opportunities

## **Hours of work:**

The normal hours of work will be 37½ hours per week.

These will either be on site in the current museum office at Piece Hall Yard in central Bradford (until early 2024) or at the new museum in Salts Mill, Saltaire.

There will be some opportunities for remote working.

The Mill is currently open to the public daily from Wednesday to Sunday, as well as on some Bank Holidays and additional days over the Christmas and school holiday periods. The Museum opening days will coincide with the days that Salts Mill is open to the public. There is a requirement for a member of the Management Team to be onsite as Duty Manager when the Museum is open to the public. This responsibility will be shared amongst all members of the Management Team and a duty-management rota will be in place to support this. The Management Team comprises the Museum Director, Curator, Development Lead and Learning & Engagement Lead.

Other hours are to be worked by arrangement with colleagues and the Board such that, over the course of each month, an average of 37½ hours per week are worked.



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## **Additional details:**

For more information about this role, please see the full job description shown below.

The current museum office is based at 10 Piece Hall Yard in the city centre of Bradford and is only accessible via 60 steps.

**The Peace Museum is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills, free from unlawful discrimination or harassment. We value the benefits that a diverse workforce brings to a museum which represents peace and peace-making. The Museum is committed to ensuring that no job applicant suffers unlawful discrimination because of any protected characteristics. Our recruitment procedures aim to ensure that individuals are selected because of their relevant knowledge, skills and experience.**

## **How to apply:**

Please send your up-to-date CV and a covering letter, of no more than 2-sides of A4, explaining your suitability against the essential skills and experience criteria in the job profile to: Eithne Bolton: [eithne.bolton@peacemuseum.org.uk](mailto:eithne.bolton@peacemuseum.org.uk)

If you have any additional needs that we should be aware of to support you with your application, please provide details to [eithne.bolton@peacemuseum.org.uk](mailto:eithne.bolton@peacemuseum.org.uk)

Interviews will be held on Saturday 18 November 2023 at Salts Mill, Victoria Rd, Saltaire, Shipley, BD18 3HU.

Candidates invited to attend an interview will be sent a copy of the interview questions in advance.



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## The Peace Museum

### JOB DESCRIPTION Museum Director

#### **Prime purpose of the role**

The Museum Director is the leader of The Peace Museum team of staff and volunteers ensuring good professional practice in all areas of the Museum and that the Museum remains accredited, resilient and financially sustainable.

The Museum Director is responsible for:

- leading the day-to-day operations of the museum as an important local, regional and national asset
- developing key strategies for adoption by the Executive and Management Team to enable the Museum to fulfil its aims and ensuring the effective delivery of these strategies
- obtaining Executive Team sign-off of key strategies
- developing and delivering key policies on behalf of the Board of Trustees
- promoting the Museum in the public domain, including media and other strategic partners.

The Museum Director reports to the Chair of the Peace Museum Board of Trustees.

#### **Key responsibilities**

##### **1. Leadership**

- Line management responsibility for 3 managers (Development Lead, Curator and Learning & Engagement Lead), the Marketing and Communications Coordinator, the Audience and Participation Coordinator and any freelance staff
- Overall responsibility for the volunteer community, including recruitment
- Responsible for recruitment and HR duties, including: ensuring core training requirements are met and kept up to date, staff performance appraisals are undertaken and developing goals for team members and supporting staff to achieve them
- Promote and uphold the Peace Museum's Vision, Objectives and Values in all strategic and operational activity
- Continue to improve and embed inclusivity and equality in our organisational policies, practices and experiences



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## **2. Compliance and Assurance**

- Ensure the Museum maintains its accreditation status
- Ensure the charitable aims of the Museum are fulfilled through the development and delivery of the Corporate Plan
- Ensure all necessary policies are: in place; are reviewed/amended per the agreed timetable; and are communicated and made accessible to all relevant parties

## **3. Stakeholder Management**

- Establish and maintain effective strategic relationships and partnerships at a senior level with partners, stakeholders and funders
- Lead on the development and maintenance of the Stakeholder Strategy and Plan
- Provide direction and support to the Management Team and other staff in the delivery of the Plan
- Seek and develop opportunities to expand and promote the role of the Peace Museum in line with our Vision, Objectives and Values

## **4. Curation & Collections**

- Overall responsibility for ensuring that the museum collections and loaned materials are managed in line with sector best practice and agreed plans and policies.
- Lead on the development of a Collection & Exhibition Strategy and Delivery Plan
- Support the Curator in the delivery of the Plan

## **5. Front of House & Operations**

- Plan, manage and oversee the day-to-day operations of the Museum
- Ensure effective management of the buildings and site, including compliance with statutory requirements e.g. health and safety, first aid, environmental, security and fire safety
- Ensure arrangements are in place to greet visitors and volunteers
- Ensure all areas of the Museum are clean and tidy
- Produce and manage rotas to ensure a Duty Manager is available to cover all Museum opening hours

## **6. Participation Strategy / Visitor Experience**

- Lead on the development and delivery of the Education, Learning & Development Strategy and Plan to identify all activities, timelines and targets associated with the Museum's education, learning and development aims
- Support the Learning & Engagement Lead in delivery of the Plan
- Lead on the development and delivery of the Audience and Participation Strategy and Plan to ensure that accessibility and inclusion are at the core of our offer, with a particular focus on underrepresented and local communities
- Lead on planning, delivery and evaluation of the Visitor Experience



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- Manage priorities and deliverables to inform the activities of the Audience and Participation Coordinator

## **7. Development / Income Generation**

- Lead on the development and maintenance of the Development Strategy & Plan to identify sources of funding from grant giving bodies, individual donors, companies, groups and associations, fundraising events and our retail offer to support the delivery of the Museum's Vision and Objectives
- Identify and report against income targets set out in the Development Plan
- Support the Development Lead in delivery of the Plan

## **8. Finance & Performance**

- Overall responsibility for budget planning and management in liaison with the Treasurer. Reporting on same to Executive Team and Board of Trustees
- Oversee and finalise yearly accounts in conjunction with the Treasurer and wider Executive Team
- Ensure all relevant processes and systems are in place to support accurate, timely routine and ad hoc reporting of income and expenditure (actuals, budget and forecast)
- Define and deliver routine and ad hoc performance reporting to the Executive Team and Board of Trustees

## **9. Marketing, Communications and Brand**

- Lead on the development and maintenance of the Marketing, Communications and Brand Plan to support effective marketing, communications and brand integrity across all media channels
- Manage priorities and deliverables to inform the activities of the Marketing and Communications Assistant
- Be the public face of The Peace Museum and act as a spokesperson in press, broadcasting and other media

The post-holder will be subject to the general rules, procedures and systems set out in the terms of the contract of employment.

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.



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## Required Skills / Qualifications

### Essential Skills & Experience

- 3-5 years of strategic leadership in a museum or other visitor-facing heritage setting
- Experience of communicating with the media and other key external stakeholders
- Demonstrable experience of managing and motivating staff and volunteers through leadership, motivation, team building and performance development
- Proven ability to delegate and deliver success through others
- Excellent interpersonal skills with an ability to communicate effectively at all levels
- Experience of leading on all aspects of fundraising and the delivery of grant-funded projects
- Experience of leading on all aspects of marketing and communications
- Budget & performance management in a small organisation
- Working knowledge and experience of relevant legislation and guidance e.g. museum accreditation
- Effectively managing Health and Safety in the workplace
- Commitment to Equity, Diversity and Inclusion
- **Commitment to the Peace Museum's Vision, Objectives and Values**

### Desirable

- Experience of working within an independent museum undergoing transformative change and improvement
- Experience of working for a registered charity