

WILTSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

WILTSHIRE MUSEUM

JOB DESCRIPTION

Title: Community Curator (maternity leave)

Responsible to: Director

Main Purpose: To develop community engagement in underserved audiences, in Devizes and north Wiltshire, during the period of maternity cover.

During the period of maternity cover (expected to be 1 November 2023 to 30 September 2024 (TBC)), to maintain and progress the following:

1. To progress the 3-year community engagement workplan focused on underserved audience groups in Wiltshire Museum's locality to include measurable outcomes. In developing this plan, the post holder will be expected to:
 - To review current community projects and plans against the NPO objectives and in response to the Arts Council's new 10 year plan, Let's Create;
 - Map Wiltshire Museum's local communities and analyse this against current audience and local demographic data to gain a clear understanding of the local communities;
 - Through an intersectional approach, build relationships with community groups and organisations in the Devizes and North Wiltshire areas to develop an understanding of community priorities and a network of contacts;
 - Identify and prioritise opportunities for community engagement which meet community needs and align to Wiltshire Museum's priorities to define and programme costed projects/activities.
2. Consult and build partnerships with local stakeholders and community groups to inform the development and delivery of the community engagement plans.
3. Develop and deliver community participatory activity, including consultation, co-creation / co-curation, organisational development, programming and projects aligned to funding criteria and activity plans for the Arts Council England.
4. To play an active role in the Learning Exchange network for Wessex Museums, including sharing best practice, participating in training and development, developing common evaluation methodologies and joint funding proposals.
5. To develop effective evaluation criteria and provide data on community engagement activity to inform reporting to Arts Council England and other funding bodies.

6. To champion community engagement, equality, diversity and inclusion, and support at Wiltshire Museum to embed a community-focus in all aspects of museum operations.
7. To facilitate community consultation with the development of relevant strategies and policies for Wiltshire Museum and the Wessex Museums Partnership.
8. To participate in Wessex Museums' Diversity, Programming and Collections Working Groups, as required.
9. To work with fundraisers to investigate external funding, revenue or commissioning opportunities in order to maximise the funding opportunities to support community engagement.
10. To assist with the promotion of community engagement activity through press and social media.
11. To advocate and promote Wessex Museums' work with communities on a regional and national level.
12. To recruit and manage freelance staff and/or volunteers to help deliver programmes of work when appropriate.
13. To manage relevant project budgets.

General

14. Demonstrate the highest integrity, sensitivity and confidentiality in the pursuance of these duties.
15. To travel in Dorset and Wiltshire (and to other areas of the UK) in pursuance of the responsibilities of the post in an agreed timely manner, including lone-working and the carrying of materials in a vehicle.
16. To undertake such other duties as may be required from time to time commensurate with the level of the post.
17. To participate in training and development and to undertake such other duties as may be required from time to time commensurate with the level of the post.
18. To comply with any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Essential criteria

- Demonstrable experience of delivering museum-collections based engagement activities and projects with under-served and diverse audiences.
- Experience of working with a range of individuals and community groups.
- A track record of building relationships with community organisations, stakeholders and promoting community engagement.
- Experience of developing and delivering engagement activities.
- Excellent communication skills.
- Experience of monitoring data and compiling reports.
- Understanding of collaborative practice.
- IT skills, including Word, Excel and PowerPoint.
- Knowledge of and commitment to equality, diversity and inclusion.

Desirable criteria

- Experience working in the cultural/heritage/arts/leisure sector.
- Experience of working with volunteers.
- Previous experience delivering a programme of activity.
- Ability to manage multiple projects and deliver results.
- Experience of working as a member of a close-knit team.
- Experience of developing and delivering co-production projects.
- An understanding and interest in contemporary collecting.
- Strong advocacy, presentation and public speaking skills.

Other requirements

Essential: DBS check, flexibility to work evenings/weekends, lone working.

Desirable: Full UK driving license and access to a vehicle.

July 2023