

## Vacancy Summary

<b>Job Title:</b>	Museum Development Officer
<b>Salary:</b>	£25,600 (FTE £32,000)
<b>Location:</b>	Chilcomb, Winchester
<b>Hours:</b>	29.6 hours per week, 0.8 FTE
<b>Type of Contract:</b>	Fixed term to 31 March 2021

South East Museum Development has been awarded £2 million from Arts Council England as a Sector Support Organisation for 2018-2022. During this period, we will deliver development initiatives to drive excellence and create a resilient and sustainable museum sector in the South East.

Museum Development realises its vision for thriving museums by being a challenging, approachable and ambitious agent of change. Working in partnership with other providers, we raise standards across collections care, audience engagement, organisational development, diversity and learning in museums.

The South East Museum Development Programme is managed by a consortium of museums, consisting of Royal Pavilion & Museums, Brighton and Hove (the lead partner), Hampshire Cultural Trust, Oxfordshire County Museums Service and Chatham Historic Dockyard. Based and hosted by Hampshire Cultural Trust (Chilcomb House), this role is part of a network of Museum Development Officers (MDOs) in the South East, providing professional sector development advice, information and support to approximately 80 Accredited museums, and a small number aspiring to Accreditation, within the Hampshire Solent region (Hampshire, Isle of Wight, Portsmouth and Southampton), to raise their standards of organisational health, collections management and user services, with a particular focus on strong governance, fundraising and innovative use of collections.

The role ensures that museums have access to tailored advice and support and are able to benefit from the wide range of regional and national opportunities on offer, provide interventions to strengthen future sector sustainability and enable organisational development. The position is responsible for developing and maintaining effective relationships with museums and other stakeholders across the local, regional and national sector. You will work in collaboration with a second MDO (also hosted by Hampshire Cultural Trust) covering the Hampshire and Berkshire regions, as well as with MDO colleagues across Buckinghamshire, Oxfordshire, Sussex, Surrey and Kent. This post requires frequent travel within the sub region (Hampshire Solent) and the wider south east, with the possibility of some national travel for conferences and meetings.

To excel in this role, you will want to use your knowledge and experience to help museums develop their skills and their offer to the public, and support them to be sustainable

organisations. You will also have an understanding of the wider issues affecting the sector and strong relationship building skills - you have the knowledge and the personality to work with museums on a journey towards improvement and change. If you are a motivated, collaborative and organised professional please email your CV and a covering letter of no more than two pages summarising your suitability for this position to:

[hr@hampshireculturaltrust.org.uk](mailto:hr@hampshireculturaltrust.org.uk)

**Closing date for applications:** Wednesday 5 September 2018

**Provisional interview date:** Thursday 20 September 2018