



Regimental Headquarters
The Rifles
Peninsula Barracks
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Advertisement for Museum Manager/ Curator at The Rifles Museum, Winchester

Purpose of the job

The Rifles Museum is a new and rapidly developing museum in the heart of Winchester and we are looking for an enthusiastic and proactive Museum Manager / Curator to develop the museum further.

Over the past five years, the museum has opened to the public, become fully Accredited, changed to a Charitable Incorporated Organisation with a new Board of Trustees, developed an exhibitions and events programme, recruited a team of volunteers, established an online presence and ventured into retail. We now welcome over 20,000 visitors per year and are planning to expand our offer much further.

As the Museum Manager, you will take the museum to the next level and build further on the foundations of this fledgling museum, telling the story of the British Army's newest and largest Infantry Regiment.

Main duties

The Museum Manager is responsible for the management of the museum. There is a part time Activities Officer.

The Manager is responsible to the Chairman and Trustees of The Rifles Regimental Museum Trust for the management of the museum. The Museum Manager is responsible for:

- The Museum Manager is expected to drive change and improvement based on the strategic vision of the Trustees and the Regiment.
- The management and running of the museum and the management and professional development of all the museum staff and volunteers.
- Along with the Finance Trustee, analyse the present and forecast financial health of the museum.
- Be responsible for budget management as well as writing successful grant applications and a VAT reclaim.
- Formal links with Winchester's Military Museums and taking part in joint ventures including education and marketing.
- Formal links with the Army Museums Ogilby Trust (AMOT), The Rifles Heritage Committee and with the antecedent regiments' museums, in the form of The Rifles Museums Network.
- Research on behalf of the museum and individual requests from the public.
- Developing and maintaining links with schools and colleges in Hampshire.
- Maintaining and updating The Rifles Museum website and all forms of social media (Facebook, Twitter, Instagram etc).
- Monitoring and advising the Trustees on the availability of purchases for the museum, collection development and management of acquisitions.
- Managing museum related events and talks in the museum alongside the Activities Officer.
- Arranging relevant exhibitions and displays in the museum, including the annual programming of temporary exhibitions in the temporary exhibition gallery with a linked activities programme.

- Updating the shop stock and increasing the annual profitability from shop sales and developing income streams, such as second hand book sales.
- Overseeing loans of museum artefacts in accordance with established policy.
- Overseeing the annual insurance review regarding the museum's collections.
- Managing the annual period of cleaning, updating and renewing of the display cabinets and their contents. The quality and accuracy of the displays are the responsibility of the Museum Manager.
- Monitoring conditions within the museum (temperature/light/RH) and reacting accordingly.
- Maintaining accession registers and databases of the museum's possessions, their donors and current location of each item.
- Maintaining MODES.
- Ensuring all items in storage are recorded, maintained and appropriately conserved.
- Maintain awareness of items recorded on the museum database but held elsewhere.
- Maintain the Museum's accredited status and actively seek out best practice.
- Update the Trustees at the Trustees meetings.
- Curating touring exhibitions, contracting designers, transporting the exhibitions around the country and set up and dismantling of these exhibitions as needed.
- Ensure that the Emergency Plan and Emergency Stores are up to date.
- Develop policies and plans to Museum Accreditation standards and update as required.
- Give talks on behalf of the museum to external groups, cadets, serving personnel as needed.
- Writing press releases for upcoming events and activities alongside the Activities Officer, as well as the production of leaflets and promotional materials.
- Running the oral histories recording programme and ensuring the transcripts and database are up to date.
- Supporting the Activities Officer with group visits to the museum.
- Responsibility for the Museum's firearms licence.
- Travelling to other sites and events for promotional outreach.
- Responsibility for the annual internship programme development.
- Be security conscious and ensure familiarity with all Health and Safety policies and procedures.

The Applicant

The successful applicant will demonstrate the following essential and desirable requirements:

Essential:

- A degree/equivalent qualification in a relevant field
- Relevant experience within the museum/heritage sector
- Knowledge of Museum Accreditation
- Knowledge of MODES, Wordpress and social media
- Experience of management of staff and volunteers
- Must be available to work for event days and evenings
- Proven ability to prioritise workloads and meet deadlines
- Personable and confident with good oral and written communication skills
- Knowledge of budget management
- Interest in military history

Desirable:

- Experience in grant applications within the heritage sector
- Knowledge of Photoshop or InDesign
- Knowledge of The Rifles and its forebear Regiments
- Full, clean driving licence

Working Conditions:

The following section provides an outline of the working conditions that may be encountered in this role.

- Manual handling
- Use of Display Screen Equipment
- Food handling
- Use of own vehicle for work purposes
- COSHH Hazards – may come into contact with household cleaning chemicals.

Terms and Conditions

You will be employed by RHQ The Rifles, initially on a six-month probationary period. The salary will be £30,000. Working hours will be based on a week of 40 hours with time off in lieu for overtime hours. You will be entitled to 25 days of paid leave per annum. Leave entitlement will increase by 1 day for each year of service, up to a maximum of 30 days per annum. This post includes a pension scheme into which you will be automatically enrolled but will have an option within the first 28 days to withdraw.

Applications

Applications by Friday 4th January 2019 in either digital form or hardcopy CV and covering letter to: Lt. Col. Peter Balls, RHQ The Rifles, Peninsula Barracks, Winchester, SO23 8TS or regsec@the-rifles.co.uk

Interviews: In January 2019