

# MUSEUM OF THE HOME

## Job description

Job title:	Head of Collections, Programmes & Partnerships
Department:	Programmes and Partnerships
Salary:	£60,000 per year, plus generous holiday and pension
Reporting line:	Director
Reports:	Senior Curator, Senior Learning Producer, Exhibitions and Creative Programme Curator
Works closely with:	Deputy Director/COO, Head of Development, Head of Communications and Digital, Head of Commercial Development
Role type:	Full time, i.e. 35 hours per week

## Job purpose

The Head of Collections, Programmes and Partnerships oversees the museum's collections, exhibitions, learning, community work, programmes, and research.

A major part of the job is leading exhibition and gallery projects, as well as building partnerships to reach wider audiences and strengthen the museum's reputation nationally and internationally.

As part of the senior leadership team, you will help plan and deliver the museum's five-year strategy and ensure your team works closely with others across the organisation.

You will also champion our practices of decolonisation, climate action, and community engagement, including creating high-quality experiences for young people.

## Our values, and how they are represented in this role, you must:

- Be Bold:** Imaginative and radical in finding solutions. Try new things. Partner for change on issues impacting the ways we live.
- Be Equitable:** Respond to the intersectional circumstances and challenges faced by people and planet and aim for a fair distribution of resources, time and care.
- Be Climate-active:** We are in a global climate emergency irreversibly impacting on populations, ecosystems, and how we live on Earth. We activate the role of the Museum in engaging and motivating audiences to confront this and find solutions.

## **Main responsibilities**

### *Strategic vision:*

- Make the case for ground-breaking and innovative programmes across all reporting areas to deliver on the Museum's vision, mission and values
- With the Director, lead on the development and implementation of a National and International Partnerships Strategy to position the museum as a thought leader and centre of conversation around home - working with campaigners, grass roots organisations, thinktanks, policy makers, universities and cultural organisations and including development of the Museum's touring capabilities
- Take on the role of Co-Director of the Centre for Studies of Home - with Queen Mary University – providing strategic vision for the partnership
- Plan and lead on future capital developments to the galleries in line with the organisation's five-year strategy
- Work with the Senior Leadership Team and Trustees to set strategic goals, KPIs and evaluation frameworks
- Support your team in developing and implementing strategies in their areas: Learning and Youth Engagement Strategy; Communities Strategy; Collections and Research Strategy; Public Programme Strategy
- Work closely with the Head of Communications and Digital on strategies to grow audiences and reach through engaging content
- Lead your teams in environmentally sustainable practice and climate-active content
- Champion the Museum's core practices: participatory decolonial, nature positive and trauma-informed

### *Operational management:*

- Develop and deliver a range of programmes whose outcomes are clearly understood, performance is measured and programming process and procedure followed
- Ensure compliance with regulations and good practice relating to the collection
- Ensure the health and safety and legal requirements of projects and programmes in collaboration with the Operations department
- Contribute qualitative and quantitative data to organisational reports and updates for funders, the board of Trustees and other stakeholders

### *Financial management and income generation:*

- Manage budgets, expenses, financial planning, income targets and resource allocation.
- Create long term plans for future budgets
- Make data-driven decisions to ensure the museum acts using objective criteria.
- With the Head of Development contribute to the successful delivery of the fundraising strategy
- Be accountable for income related to programme and exhibitions

### *Stakeholder relations:*

- Build and maintain relationships with stakeholders, including partners, supporters and community members, to ensure Museum of the Home remains relevant to all audiences

- Represent the organisation externally

*Team leadership:*

- Provide guidance and coaching to managers.
- Demonstrate and expect high standards from all team members
- Grow future talent

The above list is not exclusive or exhaustive, and the job holder may be required to undertake such other duties as may reasonably be required.

**Key performance indicators (KPIs)**

The following are key measures which show that the jobholder is delivering effectively in their role:

- Delivery of key projects, programmes and partnerships on time, on budget and to high sector-benchmarked standards
- Achievement of participation targets, including diversity, access and inclusion
- Contribute to the Museum meeting or exceeding overall visitor attendance targets
- Contribute to the Museum meeting its target to be net zero by 2040
- Meet or exceed income targets attached to departmental programmes
- Effectiveness of management of project teams and internal relationships
- Profile of Museum as a thought leader

**Skills and experience:**

Type of technical, specialised skills or personal attributes that are required to deliver 'main responsibilities' above.

**Essential:**

- Values-led
- Effective communicator with strong influencing and negotiating skills
- Highly organised and able to manage multiple stakeholders across complex projects
- Experience of senior leadership responsibilities (managing people, reporting, delivery focus, performance driven, budget management, fundraising etc)
- Experience of delivering capital projects in a cultural environment
- Demonstrable experience building national or international partnerships to deliver public programmes and/or permanent galleries
- Experience of audience development
- Demonstrable knowledge of current best practice in museums – including collections management, research, curatorial practice, co-curation and learning and community engagement
- Experience of, or willingness to work with, our core practices: participatory, decolonial, nature-positive, trauma-informed

**Desirable:**

- Experience reporting to a Board/Trustees
- At least 3 years' experience in a similar leadership role

- Knowledge of an aspect of the history of the home
- Knowledge of the university sector

We welcome applications from all sections of the community and are committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equity and representation and appoint on merit.

As a Disability Confident Committed employer, our recruitment is inclusive and accessible. If you would like to request an alternative application format on disability grounds, please contact [jobs@museumofthehome.org.uk](mailto:jobs@museumofthehome.org.uk)

All back of house roles on minimum 4 days per week will work approximately one shift per month in the galleries as part of our Visitor First scheme.

*Striving to make Museum of the Home an amazing place to work*

### **Benefits**

We aim to provide a stimulating working environment for everyone in the team. You'll be working alongside great colleagues and in a beautiful Grade I listed building.

You are also entitled to other employment benefits when you join us:

- 25 days paid holiday per year (increasing by one day per year, up to 30 days), plus bank holidays (FTE)
- Membership to one of two pension schemes
- Staff discount in our shop
- Free access to many exhibitions, museums and art galleries in London
- Enhanced sick pay and family leave
- Cycle to work scheme
- Season Ticket Loan
- A confidential Employee Assistance Programme
- Free tea and coffee

We also have various groups for staff to join:

- Wellbeing forum
- Climate Action Group
- Equity Action Group