

Head of Museums, Collections & Heritage

For the Culture Trust, Luton

Recruitment Pack

AVAILABLE IN OTHER FORMATS INCLUDING LARGE



01582 878 100

www.culturetrust.com

[f](https://www.facebook.com/culturetrustuk) [@culturetrustuk](https://www.instagram.com/culturetrustuk) [X](https://www.x.com/culturetrustuk)

With special thanks to:

Luton **Luton Rising**



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Wardown House Museum & Gallery, Luton.

Contents

1. Introduction from the Chief Executive page 3
2. About the Culture Trust, Luton page 4-5
3. Luton Hat District Creative Cluster page 6
4. Hat Factory Arts Centre page 7
5. Stockwood Discovery Centre page 8
6. Wardown House Museum & Gallery page 9
7. Job description & specification page 10 -13
8. Person Specification page 14-15
9. How to apply page 16

1. Introduction

Role	Head of Museums, Collections & Heritage
Salary	£50,000 package. Full time (Grade M4)
Location	This is an onsite role based at Wardown House, Museum & Gallery, Luton LU2 7HA
Benefits	Contributory Pension Scheme, flexible working, training and development, discount in cafes and events and inspiring centrally located offices.

Many Thanks for showing an interest in the role of **Head of Museums, Collections & Heritage** at the Culture Trust, Luton. I hope you find this pack informative and exciting and that it helps clarify how you could bring your expertise, skills and knowledge to lead our Museums, Collections and Heritage developments in line with our Business Plan, Local Authority Partnership and Arts Council England NPO programme.

We are a progressive, Luton-based, arts and cultural charity with a mission to connect communities through culture and creativity. We play a leading role in drawing together culture, heritage and arts for the benefit of the Luton and East of England community. We present diverse and innovative year-round programmes and events across our heritage sites, Museums and Arts Venues. We develop and deliver a wide range of cultural activities and our website www.culturetrust.com What's On area should give you a feel for the breadth of cultural activities that we deliver. We welcome 240,000 people across the year to our stunning heritage sites; the Hat Factory Arts Centre, Hat District creative workspaces, Wardown House Museum and Gallery, and Stockwood Discovery Centre. We present our Museum collections and galleries at Stockwood and Wardown and have an offsite store. These venues, stores and galleries will be your main focus, however you will also support our Heritage Building Development in the Hat District.

We are custodian to the two listed Museum Buildings and gardens which we lease from our partner Luton Borough Council and with support from Luton Rising we receive an annual donation from the Airport to support and subsidise our Museum Collections and public engagement ensuring Museums are free to enter. We also are an Arts Council England NPO for Wardown House Museum & Gallery. We have a rich network of supporters and enablers in delivering exemplary Museums for the community of Luton and beyond. We are incredibly proud of our partnerships, for example we are about to launch 'Luton in 50 objects' co-curated by Lutonian, journalist and writer Sarfraz Manzoor, we have an award winning Museum Maker volunteer programme and innovative 'one mile' community collaborations. We are growing our reputation and impact for having the best collection of hats and head ware outside London and you will take a leading role in raising our profile and relevance as plan a major Triennial Hat Programme for 2025. We are a super-diverse town and our co-curation panels and projects celebrate collaborations with our community. You will be involved in our local and global work and we will welcome your ideas and innovations about how we can amplify this. Audience development and ensuring we engage and involve many local voices at Wardown Museum is a priority you shall lead on and you will work with me and other Luton Stakeholders on a very exciting capital transformation of Stockwood Discovery Centre Galleries and Heritage Gardens. You will have the day to day pleasure of working with and inspiring a talented team of volunteers, staff and trustees to grow our audiences, impacts, incomes and partnerships.

I hope you find this pack informative and exciting and that it inspires you to apply for this Museum, Collections and Heritage senior role.



Marie Kirbyshaw,
Chief Executive

2. About The Culture Trust, Luton

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity, and our mission is 'to connect communities through culture'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 240,000 visits per annum to our five sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspace, Wardown House Museum & Gallery and Stockwood Gardens & Museum. We connect these local assets with our community through collaboration, co-curation, community engagement and care.

What do we do?

- We animate our venues; The Hat Factory Arts Centre, Hat House creative workspace, Hat Works creative start-up; Wardown House Museum & Gallery and Stockwood Gardens & Museum.
- We develop and animate these sites and promote arts, heritage and culture and present multi-cultural and year-round programme of events, exhibitions, workshops and performances.
- We co-produce activity with our community, Museum Makers volunteers and team of cultural experts.
- We support creative talent and skills by providing opportunities, platforms and cultural career progression – particularly for young people, engaging over 15,000 each year.
- We provide free Museum entry and care for a collection of over 2 million artefacts, 1.5 million photographs and maps and hold the most extensive and complete hat and headwear collection in the UK.
- We culturally regenerated the town centre by converting a collection of former hat factories into creative workspace and we actively promote heritage buildings reused for contemporary society.

For further information please visit our website: www.culturetrust.com

Our Vision is Culture as a Sustainable Catalyst for change in Luton

Our Mission is To Connect communities through culture

Our structure:

We are a not-for-profit charity with a turnover of circa £3.5m and we own a trading company which gifts profit back to the charity. We submit annual returns to Companies House and the Charities Commission. We have a Board of Trustees who provide governance and meet quarterly, monitoring performance through HR & Finance Sub-Committees.

Our funding:

We generate funds through our ticket sales and events and also through our trading company profit (retail, catering and hire). We also receive an annual donation from London Luton Airport Limited (Luton Rising). In addition, we have a three year funding agreement with Arts Council as a National Portfolio Organisation (NPO) for Wardown House Museum. We also have a three funding from the Architectural Heritage Fund & National Lottery Heritage fund four our Hat District Heritage development. It is our strategic aim to generate over 50% of our costs through trade, property and activity. This will mean that we are not over-reliant on grants to deliver our core work. It is recognized that future financial sustainability requires long-term funding partnerships and greater opportunities for self-generated income.

Our team:

We have 45 FTE staff (2024). Our talented, skilled and experienced team are as a group of experts who curate and care for our collections, programme our cultural venues, operation and administrate our charity, promote our impacts and welcome our visitors. Our team care for, share and animate our heritage buildings, Museums, collections, arts venue and grounds. We also provide retail and catering services for our visitors, hire of facilities and leases for creative workspaces. Critical to supporting our work our wider team of casual staff, volunteers, advisors, neighbours, partners, funders and enablers.

Equity Diversity and Inclusion statement

We believe that everyone stands to benefit when we embrace and value the diversity of thoughts, ideas and ways of working that people from different backgrounds, lived experiences and identities bring. It improves decision-making, boosts engagement and innovation, and enables us to better meet the needs of the diverse community we serve, our business goals and objectives. The Culture Trust is an equal opportunities employer and is committed to fair and open competition. Applications from under-represented groups are particularly encouraged and welcome. Under the Equality Act (2010), we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application.

Images: Below shows from top left the Beacon public art we commissioned by artist Mark Titchner. Hat District lates outdoor band playing. Stockwood Discovery Hat Guild event in the Museum. South Asian Dance in the Arts Centre



3. Hat District Creative Cluster



In 2017 we started the growth of a creative industry cluster in the heart of Luton called the Hat District. We now have three former Hat Factories offering inspiring work, study and show spaces. The Hat District Creative Cluster consists of: Hat Factory Arts Centre, Hat Works and Hat House visualised above as the three dark brick buildings.

We are building on our expertise in bringing creative and talented people together so that they can innovate and collaborate. Learning from the town's important history of hat making and manufacturing, the creative cluster contributes to the local economy by increasing job and creative opportunities, visitors and spend whilst regenerating the area and boosting pride of place.

We developed a business model that aims to grow this cluster with more arts and cultural venues and workspace so that the Hat District will lead on sector growth for the creative cluster. Our long term vision is for the Hat District to pay for itself and return a surplus for further investment. The Hat District cluster project a critical programme towards sustaining the Trust's long-term position and in the growth and investment in Museums, Arts and Heritage.

The Hat District:

- Supports, develops and enables Creative and Digital Industries jobs
- Leads on a Talent Programme to promote creative careers, skills, training & networks (2024+)
- Will have an economic impact of £29m by 2025
- Boosts the local economy by attracting more visits
- Is growing a vibrant creative ecology and 'life-style brand'

For more information please visit www.hatdistrict.co.uk

4. Hat Factory Arts Centre



The Hat Factory Arts Centre is one of Luton's leading arts and entertainment venues, featuring live music, club nights, theatre, dance, films, workshops, talks, networks and exhibitions. The Hat Factory Arts Centre was refurbished in 2019 after a £2m investment to open up spaces in order to engage more people in Arts and Culture.

We welcome everyone to be inspired by local and global artists, performers and events and also to develop creative skills and talents. Complementing our programming, we welcome local/regional promoters to the venue, broadening our music offer and at the same time supporting young and emerging talent. We offer live music, contemporary theatre, visual art, comedy, film, gaming, digital and dance with a focus on locally relevant and nationally important work.

The Hat Factory Arts Centre also provides inspiring and subsidised workspaces for artists, creative, design and digital businesses. We bring creative industries and talented people together so that they can innovate, collaborate and generate new ideas. The Hat Factory Arts Centre comprises of a café-bar, live music venue, 100 seat studio theatre, basement venue, 13 creative studios and workspaces, meeting rooms and offices.

Most recently we have developed a new and more intensive evening programme which will see activity and events most Thursday, Friday and Saturday nights from September 2024 enabling us to contribute to the night-time economy and to animate this area of town.

For more information visit <https://www.culturetrust.com/venues/hat-factory-arts-centre>

5. Stockwood Discovery Centre



Stockwood Discovery Centre is located in the Georgian Grade II listed stable block and walled garden of the former Stockwood House. It reopened in 2008 after a £6m investment programme and includes interactive displays exploring local history from prehistoric times to the present, a temporary exhibitions programme, an award-winning carriage display, a visitor centre with a shop selling locally sourced products, a large café with outdoor children's discovery area.

The newly listed Grade II Garden is a walled secure garden with woodland, beautifully designed formal gardens and an array of specialist 'medicine' plants, shrubs and trees. A popular place for mindfulness, wellbeing and contemplation. The garden is one of the few places in the country where the work of acclaimed artist Ian Hamilton Finlay can be seen on permanent display. The site is free to access as are the Museums and so Stockwood is very popular with people of all ages throughout the year. The Garden Café provides an exceptional variety of food and drinks to the many thousands of visitors every week. Our Museum galleries present local history, carriage and car collections and tell the stories of real people behind the collections, exploring the history of the region from prehistoric times to the modern day. Highlights include the Wenlok Jug - a rare medieval masterpiece with strong links to Luton's history and development, the town's last tram, and the famous Mossman collection of carriages - the largest collection of its kind on display in the UK. Entrance is free.

In 2023, we developed a project called Sustainable Stockwood to map our route to net zero, expand the site by developing the Mossman building and create more community initiatives across the gardens, greenhouses and workshops.

For further information visit: <https://www.culturetrust.com/venues/stockwood-discovery-centre>

6. Wardown House, Museum and Gallery



Wardown House, Museum and Gallery is a mid-Victorian, Grade II listed building situated in the beautiful landscaped Wardown Park on the outskirts of Luton town centre. Entry is free and the House provides inspiring, eclectic and beautifully curated collections for people of all ages. The museum underwent a £3.5m redevelopment during 2016, reopening in April 2017 following a £1.8m grant from the National Lottery Heritage Fund to conserve the historic building and transform the way its story is told.

Wardown House gives visitors an insight into how it operated as a home during the Victorian period; the original use of each room is communicated through the collections including the Billiard Room, Smoking Room, Library and Kitchen. With an exemplary hat collection, local and social historical collections, the displays chart the development of Luton and celebrate its diverse communities with temporary and permanent artefacts and space curation. Our National Portfolio funding from Arts Council has enabled us to widen our local reach with the ambition to diversify our audiences and collections.

Originally designed in 1872 as a private residence for Frank Scargill, a local solicitor, the house was bought by two local Councillors in 1903 who opened up the grounds as a public park. The house was used as a military hospital during the First World War before becoming a museum in 1931. The Morning Room is an art gallery as well as venue for weddings and functions. We also host Bedfordshire and Hertfordshire Regiment Museum.

For information visit: <https://www.culturetrust.com/venues/wardown-house-museum-gallery>

7. Head of Museums, Collections & Heritage Job Description

Salary £50,000

Location This is an onsite role at based at Wardown House, Museum & Gallery, LU2 7HA.

Benefits Contributory Pension Scheme, flexible working, training and development, discount in cafes and events and inspiring offices.

JOB PURPOSE:

To lead as the Culture Trust Luton’s Museums, Collections and Heritage specialist on the management of exhibits, stores, museum development, interpretation, access, documentation, collections care, publications, heritage, archives and events. To be the primary custodian to Wardown House Museum & Gallery, Stockwood Discovery Centre (all Grade II listed) and our offsite stores and the towns collections and to develop Museums, Heritage and Collection with our partners, communities and funders as outlined in the Culture Trust’s Business Plan.

To broaden the impact of our work as a leading regional accredited Museum, developing and diversifying audiences, inspiring more opportunities for public access, co-curation and how we share and celebrate collections, collecting, heritage and historical research. To lead, grow and nurture teams of specialist staff, volunteers and local/national partners across museums and heritage.

PRINCIPAL RESPONSIBILITIES:		%
1	<p>Museum Leadership</p> <p>To lead on the delivery of high quality, inspiring and relevant Museum development as Primary custodian for Wardown House Museum & Gallery and Stockwood Discovery Centre. In line with our Creative & Cultural Strategy which aims to ensure high quality, inspiring and impactful engagement in arts, culture, creativity, museums and heritage. To also deliver in line with our Arts Council National Portfolio Plan and our agreements with Luton Borough Council. Develop innovative and exciting approaches to interpret our collections through exhibitions, interpretation, curation and promotion. To align this with clear audience development pathways to widen reach and ensure our Museums are locally relevant and nationally important. Pioneering our mission for the Trust’s Museums and heritage sites to <i>connect communities through culture</i>. To lead on how we do this collaboratively and collectively. To lead on Museums being central to inclusion, inspiration, learning, cultural exchange and service excellence. As the Trust’s Museum, collection and heritage expert, to raise the profile and impact of our work and harness partnerships opportunities.</p>	25
2	<p>Collections Management</p> <p>The post-holder is responsible for the Culture Trust’s collections. Ensuring as our lead custodian, we professionally manage and maintain every aspect of our Accredited Status for both museums and collections care. To manage and promote our specified collections, developing them into nationally significant levels for research, study, publication, exhibition and programming.</p> <p>As Primary custodian to deliver designation for our Hat Industry and Headwear collection and to connect our collections to festivals, events, temporary exhibitions, commissions and performances to widen public awareness and excitement about fashion, textiles, symbolism and application of hats and headwear. To oversee the implementation of our Collections Management Policy, storage and agreements with Luton Borough Council. Ensuring also that our collection documentation, databases, systems and digital archives are professionally managed and maintained and that we enable public access, research and promotions.</p>	20

PRINCIPAL RESPONSIBILITIES:	%
<p>3 Strategic lead and project management</p> <p>Contributing to strategic and business planning, capital project development, fundraising, budgeting, promotions and advocacy. To contribute as a member of the Trusts Management Team with fellow Heads of Department and to report to the Chief Executive and board of Trustees. To establish and maintain strategic partnerships, contracts and relationships with funders, clients, project partners, external agencies, arts and cultural organisations, voluntary groups and other stakeholders. To ensure performance management through reporting and data collection, KPIs, funder monitoring and budget control. To lead on the performance, development and growth of the Arts Council England National Portfolio Organisation (NPO) programme into the next round and to communicate and share how we deliver <i>Lets Create</i> and ACE investment principles. To report on performance and lead on future success. Providing support and leadership to the NPO Project Manager and team. Working with the CEO, to also lead on the project management of the Heritage Development Trust, a three year funding for heritage regeneration and re-use of buildings in the Hat District. Providing support and leadership to the Project Manager and team. To support heritage and museum capital projects relating to the Trust's heritage venues and those we lease from Luton Borough Council. Supporting the growth of the Hat District through research and development of historically significant buildings. To contribute to fundraising and being open and willing to take on future projects commensurate with this role.</p>	15
<p>4 People Management</p> <p>To develop and grow a customer-focussed team working together towards organisational aims and objectives, to celebrate success and manage underperformance. To motivate and support staff, volunteers, colleagues and partners as one team. To embed ideas and feedback into continual organisational improvement. To lead a team of Museum, Curators and Project staff delivering towards the Trust Business Plan and budget. To develop ideas and suggestions to inform continual learning and improvement. To coach, inspire and grow skills across the team and support continual professional development through training programmes and other developmental opportunities.</p>	10
<p>5 Museum and Venue Building Management</p> <p>To identify and specify Museum requirements and needs for professionally managing collections and venues, stores and public spaces. Working with our Head of Operations on Museum, collection and listed building needs and environmental requirements ensuring a cost efficient and sustainable operation. To contribute to capital fundraising and being open and willing to lead Museum and Heritage capital improvement projects commensurate with this role.</p>	10
<p>6 Diversify Collections, Access and Audiences</p> <p>Ensure our Museums, venues and heritage public engagement highlights and celebrates our commitment to Equity, Diversity and Inclusion. To actively develop and secure collaborative partnerships, year-round programmes, commissions, collections development and Museum activities and opportunities to widen access. To develop projects, programmes and participation to ensure the collections and the Trust's heritage sites and venues are relevant to local communities by engaging their voice in decision making and curation. To ensure that our museum culture mirrors the diversity and voice of our community. Working with Head of Cultural Learning & Skills to develop our heritage learning offer based on significant and local collections. To promote curiosity and intrigue, especially through our young people programmes and to advocate for expression, creative and cultural careers, curation, history, heritage, skills and research.</p>	10

PRINCIPAL RESPONSIBILITIES:		%
7	<p>Business Growth and Financial Sustainability</p> <p>Play a role in supporting the Trust’s Business Plan strategy leading towards greater financial resilience and sustainability by identifying efficiencies and ensuring value for money in all services sought and given. To actively encourage commercial innovation and the generation of new incomes whilst balancing this with our charitable objectives around access and inclusion. The commercial focus is to encourage audience progression and repeat use of Museums, increasing our donations and volunteering and maximising opportunities for merchandising, ticketed events, exhibition loans and Museum Specialist services.</p>	10
<p><i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i></p>		

DIMENSIONS:

Supervisory Management:

- Significant Collection Curator
- Heritage Collections Curator
- NPO Project Manager
- Hat District Heritage Project Manager
- Contracted and freelance and project funded staff
- Volunteers, casual staff and work experience students and placements

Financial Resources & Responsibilities:

The postholder is the cost centre manager for the following revenue budgets and Key Performance Indicators (KPIs) linked to these budgets. Annual KPIs shall be developed and the postholder will be included in target setting and budget allocations reporting to the Leadership team. Including as required management and reporting of external capital and grant funded projects:

- Core salaries, collections and activity budgets of approx £140,000
- Project/external funding approx. £350,000, including project salaries

As a cost centre manager, the post holder will ensure that assigned budgets are regularly monitored and the overall budget for the cost centre is not exceeded, in particular assessing statements of income and expenditure on a monthly basis, together with records of commitments, to make predictions of the annual income and expenditure for all items of financial responsibility.

Physical Resources:

- All Luton Museum collections (c2m artefacts and archival items)
- Heritage venues of Wardown House, Museum and Gallery, Stockwood Discovery Centre and the heritage aspects of Hat District sites and Listed period garden collection (Ian Hamilton Finlay)
- The offsite storage facilities at Cutenhoe Road, the stores at Wardown House, Museum and Gallery and Stockwood Discovery Centre, and temporary stores as required.
- The CALM museum documentation system
- All collections and conservation related supplies and materials including specialist environmental monitoring equipment
- All gallery interactives and display equipment and materials in line with creation of temporary and maintenance of permanent galleries

The postholder will be primarily based at Wardown House, Museum and Gallery but will be expected to have a presence at Stockwood Discovery Centre. The post-holder also has responsibility for managing the Museum Store at Cutenhoe Road where they shall also work from time to time. Access to all the Trust sites will be required from time to time in and across Luton.

Work Ethos:

To respect colleagues and work together to achieve high standards of customer excellence in all our work. Produce reports against targets for budgets and performance KPIs to the Leadership team. Work flexibly and positively to achieve the business priorities of the Trust.

Other:

- Able to work across Trust sites when necessary to support other teams in order to meet the business requirements of the organisation.
- Able to work evenings and weekends as necessary (approximately twice a month).

Working Environment:

Museum artifact storerooms are sometimes restricted in scale making physical access difficult. Moving items involves reaching, twisting, bending and use of ladders or steps. Items and equipment are moved up and down stairs on a regular basis, some staircases being narrow and steep.

Equalities:

The Culture Trust Luton believes that culture should be accessible, meaningful and relevant to our local communities, whatever their socio-economic background, age, race, religion, sexual orientation, gender or disability. We are committed to Equity, Diversity and Inclusion (EDI), at the heart of this, is our purpose to be a progressive and an entrepreneurial arts and cultural charity with a mission to connect communities through culture. Our over-arching EDI ambition is to mainstream equity, diversity and inclusion across the Trust, as an employer, venue, partner, landlord and commissioner. We want to ensure that the work we do enables a diverse range of people to work and connect with us, enabling our community to enjoy, inform, produce and benefit from culture. The post-holder will ensure that Equal Opportunities policies, procedures and EDI is delivered throughout our work, commissioning, recruitment and activities.

DISCLOSURE: Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

8. Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. Essential (E): without which candidate would be rejected. Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u>				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	In-depth Museum Leadership experience developing and delivering high quality, inspiring and relevant Museums at a senior level. With experience delivering service level agreements to a high level of satisfaction. Awareness of current issues in Museums and an ability to implement change in collaboration with communities. To underpin audience development and collection representation.	1,2	Experience in delivery ACE NPO Museum services .	1,2
	Museum, Heritage venue public attraction management experience. Including working in Listed Buildings and environments.	1,2	Experience managing Capital improvement programmes	1,2
	Significant Budget monitoring and income generation experience. Experience in balancing public access and inclusion with the need for Museums and Heritage sites to maximise income generating opportunities.	1,2	Experience in managing commercial services in Museums or Heritage/ visitor attractions.	1,2
	In-depth experience in Collections Management working in a museum related environment in a senior management/curatorial role managing historic and wide-ranging collections. Contributing to policy and strategy, management systems & rationalisation.	1,2		
Skills/Abilities Able to lead, manage, inspire and develop teams of people.	Demonstrable ability to lead and manage projects and programmes. To establish and maintain strategic partnerships, contracts and relationships with audiences, communities, funders, clients, project partners, external agencies, arts and cultural organisations, voluntary groups and other stakeholders.	1,2		
	Skills and abilities in managing high performing teams. To motivate and support staff, volunteers, colleagues and partners as one team.	1,2		

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria				
Attributes	Essential	How Measured	Desirable	How Measured
	Ability to plan, organise and effectively manage work-streams of self and others. To meet deadlines and targets, ensure performance management of teams and to gather KPIs, data and information for reporting monitoring and budget/project controls.	1,2, 5		
	Technical IT ability to manage Museum systems, IT, databases, digital resources, research, publication text and other such digital communications and assets.	1,2		
	Evidence of having excellent verbal & written communication skills and an ability to inspire, engage and inform teams, partners, customers, clients and funders. To have skills in preparing and delivering presentations, and written communication in report writing, briefs, applications, proposals or publications.	1,2		
Equality Issues	Demonstrable knowledge and understanding of Equity Diversity and Inclusion issues and legislation. Able to integrate equality and cultural diversity policies into plans, policies and Museum Collections processes, exhibitions, events, audience development, print and communications.	1,2		
Specialist Knowledge	Experience and an understanding of museum documentation systems including CALM or similar database systems.	1,2		
Education and Training	A relevant Museum Collections professional level qualification e.g. degree in a field related to museum collections, heritage or equivalent experience and training.	1,2,4	Higher level qualification in Museum studies.	1,2,4
Other Requirements	Able to attend sites throughout Luton and nationally.	1,2		
	Able to work out of normal hours (Frequency: approx. once a week).	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of The Culture Trust **as at April 2024**. The role and duties of the post are subject to change in line with the future development of The Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust's policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)

9. How to Apply

We welcome your application for this post and you can do so by completing the application form found here in the section titled 'supporting documents' <https://www.culturetrust.com/hat-district/work-us>.

In section C of the application form, please align your response to the 'person specification' in section 8 of this pack and demonstrate how you meet all the essential requirements in order to do fulfil the requirements of this role.

Should you have any questions, or if you would like an informal conversation about the role please contact me, Marie Kirbyshaw, Chief Executive on marie.kirbyshaw@culturetrust.com

We look forward to receiving your application **by 13th May 2024 (noon)**

Deadline for applications	Monday 13 th May noon
Interviews	Tuesday 21 st & Thursday 23 rd May
Start contract	August 2024



Wardown Museum and Gallery café, hired for event.