

RECRUITMENT PACK

THE CULTURE TRUST LUTON

**SIGNIFICANT COLLECTIONS CURATOR:
HAT INDUSTRY AND HEADWEAR**



**THE
CULTURE
TRUST**
LUTON

KEY DETAILS

Position	Significant Collections Curator: Hat Industry and Headwear
Contract	Full time, permanent
Salary	M1 (£32,798 - £35,336 a year)
Working hours	37 per week
Reporting to	Head of Heritage and Collections
Directly managing	Project staff as required
Location	Wardown House Museums and Gallery and other Culture Trust sites, Luton

Application deadline 7th August , 5pm

To download a full Job Description and Person Specification and to submit an application please visit www.jobs.luton.gov.uk or [click here](#).

THE CULTURE TRUST LUTON

The Culture Trust is an independent charity and company limited by guarantee, established in 2008. We produce and present year round programmes of activity across our two museums, arts centre, gardens, historic hat factories and creative work spaces.

We manage the town's heritage collections and archives and have a collection of

over 2 million artefacts. We hold the most extensive and complete hat and headwear collection in the UK and the Mossman carriage collection at

Stockwood

Discovery Centre is the largest in Europe.

We are proud to be based in Luton and we welcome thousands of regular local

and regional users to our venues. We also invite the wider international community to engage with this incredibly diverse and stimulating town through our cultural offer.



OUR PLANS AND PRIORITIES

Over the next few years the trust plans to enhance and develop it's locally relevant and nationally important work through five key priorities:

Widen Community Participation

We will increase community participation animating and sharing culture at Wardown House Museum and Stockwood Discovery Centre.

Develop Young People's Skills and Talent

We will engage young people in a programme of creative skills and talent development with clear cultural career progression routes.

Present Inspiring and Diverse Arts

We will widen access to culture by presenting local and international music, theatre, comedy, dance and visual arts at the Hat Factory Arts Centre and Storefront Gallery.

Grow Luton's Creative Industry Cluster

We will grow the Hat District creative community, networks, creative industry events, outdoor activity and promote more engagement with Luton's hat heritage.

Co-curate Museum Collections

We will curate and co-produce locally relevant and nationally important exhibitions, collections and projects.

Boost the Creative Economy

We will develop a sustainable, resilient and forward-looking Trust, boost the local economy.



ROLE AND RESPONSIBILITIES

We are seeking an experienced, dedicated, and ambitious Curator to join our team and manage our significant Hat Industry and Headwear collection. We have been collecting hats and hat industry materials since the museum opened in 1927. The collection celebrates Luton as the centre of English hat making and documents its international connections through this trade.

This role will work with the Head of Heritage and Collections and the Creative Director to develop and deliver world-class Hat Industry and Headwear programmes and exhibitions, support new projects and initiatives that promote and develop the collection.

The new Curator will support the Trust to develop study and research programmes that will develop that Hat Research Centre at Wardown House Museum and Gallery, and promote the Hat collection nationally and internationally. The postholder will have a key role in making the collection more accessible to milliners, students, researchers, artists and those interested in fashion, culture, technology or industry.

In this new dynamic role, the Curator will undertake the administration of their projects, including budgets and the coordination and of project staff and volunteers. They will be primarily based at Wardown House Museum and Gallery, with opportunities to work across all Culture Trust sites.

■ The key responsibilities are:

- To work toward achieving designation for our nationally significant Hat Industry & Headwear collection.
- Explore the potential of the stored collections to ensure their relevance to communities, and for exhibitions and future research.
- To develop and manage programmes of contemporary collecting from the communities of Luton.
- Facilitate public access to the collections through visits, enquiries by letter, telephone and email.

- Manage the care, storage, development and interpretation of the Museum's Collection including their conservation, documentation, publication, display and loans in accordance with museum policy.
- Provide an identification service for areas of curatorial responsibility.
- Develop and deliver study days, workshops, presentations, talks, events, outreach activities and publications on collection themes and professional issues to specialist and non-specialist groups.
- Take an active role in the Curatorial Team to support the Head of Heritage and Collections in making decisions and collective judgements about curatorial issues.
- Contribute to the development and implementation of curatorial policies and strategy documents including forward planning processes.
- Lead and support projects across the Trust including the development and installation of permanent and temporary gallery displays based on the needs of the local communities and ensuring access in its broadest sense.
- Supervise and support museum makers, volunteers, work experience students and apprentices as required.
- Provide specialist advice and assistance to museums staff, other departments of Culture Trust and external bodies.
- Promote and represent the Museum and give support and curatorial advice to colleagues in the wider museums community.



SKILLS, EXPERIENCE AND COMPETENCIES

Essential

Demonstrable collection management experience

- In depth experience of liaising with visitors/customers on a day-to-day basis, both face-to-face and in answering written, email and telephone enquiries in order to provide a full customer care package
- Demonstrable experience in interpretation and display projects and in the care and management of permanent and temporary museum displays and/or galleries, or related projects

Demonstrable experience in staff/volunteer management

- Demonstrable keyboard skills, able to use word processing and spreadsheet packages
- In depth organisational skills, able to manage periods of heavy and conflicting demands
- Ability to prepare and give talks, presentations, and outreach activities to a wide variety of audiences

Demonstrable understanding of equalities issues and legislation – able to relate this to service provision and the quality of experience for visitors

Demonstrable experience in the care and maintenance of relevant collections

- Demonstrable experience of museum documentation systems e.g. CALM, MODES or ADLIB or other systems

Post graduate degree in museum studies or equivalent qualification and/or experience

- Able to work across Trust sites when necessary to support other teams in order to meet the business requirements of the organisation

- Awareness and understanding of The Culture Trust's charitable status and activities and the ability to explain these to customers to help seek support, including donations where appropriate

Desirable

Some experience in managing and monitoring of budgets

Some understanding of health and safety issues relating to care of collections

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