

## **Head of Museums**

**Salary:** Band 14 - £62,065 - £68,188 per annum

**Hours:** 37 hour per week

**Contract:** Permanent

### **The Service**

Portsmouth Museums operate six accredited museums - Portsmouth Museum and Art Gallery, the award-winning D-Day Story (home to the Overlord Embroidery and Landing Craft Tank 7074), Charles Dickens' Birthplace, Southsea Castle, Cumberland House Natural History Museum and the Eastney Engines. Entry is free apart from The D-Day Story and Charles Dickens' Birthplace. The service cares for a wide range of collections, including social, military and natural history, archaeology and art. The service also cares for the Richard Lancelyn Green Bequest Conan Doyle collection. The service works closely with Arts Council England and is keen to continue to develop the relationship. As part of the regeneration of the city centre and Portsmouth Museums Strategy 2022-2026 there is potential to develop momentum for a new Museum of Portsmouth in co-production with the city's communities.

Following retirement of the previous postholder, this is a unique opportunity to develop your career in the cultural sector and play a key role in the future of our city.

### **What is the role?**

Although Portsmouth is home to world class and award winning museums, we see the role of our museums service as engaging local residents and communities with their heritage and working with them to tell their stories.

You will be responsible for the management of Portsmouth City Council's museums service, its sites, collections and staff. This will include management of budgets and maintaining the service's accreditation with Arts Council England.

You will collaborate with our partners to ensure that museums play a key role in delivering towards the city's vision for 2040, Imagine Portsmouth, and to support placemaking as part of the regeneration of the city. You will also work with relevant partners to deliver against key priorities such as health and wellbeing and climate and the environment.

This role will include leading the service, its staff and stakeholders through a period a significant change and a shift to a more people-focused approach. You will develop the service's approach to advocacy and relationship building, income generation and fundraising, and you will lead the development of a new Friends Group. You will also be considering the environmental and financial challenges going forward with regard to the museums main store.

We are also working towards the 80th Anniversary of D-Day in 2024, with The D-Day Story playing a leading role as part of the commemorations.

The service operates six museum sites in total, along with a main museum store. 37 staff comprise the department, with 7 of those staff reporting directly to this post. The service's budget is currently £1,138,600.

### **Who is the person?**

- You will have excellent leadership skills and an ability to think and work strategically
- You will be able to build and develop a team and an organisational culture
- You will have a track record of supporting and developing people
- You will have experience of guiding a team and organisation through change
- You will be able to advocate for what museums can deliver with partners, stakeholders and funders
- You will develop relationships and partnerships with communities and stakeholders and, you will have an ability to work collaboratively
- You will develop engagement, particularly among under-represented communities
- You will have experience of working on major projects, including a capital element
- You will embrace, develop and encourage innovative approaches to problem solving
- You will have excellent communication skills, including in writing and verbally
- You will have experience of management in a museum, heritage or cultural setting (within local government would be desirable but not essential)
- You will develop the service's approach to fundraising and income generation
- You will have an awareness of Accreditation and other Museum standards

### **Key Skills & Experience:**

- i. Experience of leading a team and working strategically
- ii. Experience of organisational development and change management
- iii. Experience of advocating for museums and what they can deliver against wider strategic priorities
- iv. Experience of building and developing relationships and working collaboratively with key partners
- v. Experience of developing audiences, particularly in under-represented communities
- vi. Experience of working on many funded projects, including with a capital element
- vii. Experience of managing in the museum, heritage or cultural sectors

viii. Experience of developing income generation and fundraising

**Preferred experience**

vii. Experience of working in a local government setting

**Additional information:**

If you have any questions, or would like an informal discussion about the role, please contact Jane Singh [jane.singh@portsmouthcc.gov.uk](mailto:jane.singh@portsmouthcc.gov.uk). Tel: 02392 834636.

**General Data Protection Regulation (GDPR)**

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For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.