



Job Description

Job Title:	Curator (Engagement)
Reports to:	Collections Team Leader
Job Level:	FC07
Responsible For:	No Supervisory Responsibility
Job Purpose:	<p>To bring the collections and the stories they hold to life, providing opportunities for engagement, enjoyment, learning and wellbeing.</p> <p>To engage with groups and individuals in meaningful ways to enable them to contribute to collecting and interpretation.</p>
Key Tasks & Responsibilities:	<ul style="list-style-type: none">• Engaging members of the public and other organisations with our collections, in order to make collections and activities relevant• Working with members of the public and community groups to create imaginative and relevant heritage displays, events and activities• Assessing items for acquisition to and disposal from the Museum's collection in consultation with communities, groups and individuals• Enhancing EMu (the Museum Management system) through cataloguing and adding object information, images, stories and oral history gathered through project work• Ensuring long-term preservation of collections in storage and on display.• Supervising and training support staff and volunteers in collections management, events and exhibition projects• Contributing to the work of the Cultural Heritage & Wellbeing team through meetings, reports and planning of procedures and policies• Connecting with collections held in other institutions and in private hands• Providing professional advice on, and answers to, collections and heritage enquiries from individuals, organisations and institutions• Promoting collections through social media, online and in printed media• Monitoring delegated budget and seek additional funding• Developing learning resources to assist in interpreting the collections for adults and children
Working Conditions:	<p>This post will be based at Kirkcaldy Galleries.</p> <p>Flexible working</p> <p>You are required to work at any OnFife place of work within Fife as reasonably required by OnFife.</p> <p>Flexibility is required and access to transport is necessary, as there</p>

will be travel throughout the region

Weekend and evening work form a necessary part of the working week, for which enhanced premiums are paid.

Other Duties:

The post holder may be required to perform duties, appropriate to the level of the post, other than those given in this job profile.

The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not therefore; justify reconsidering the grade for the job. Such variations would be reflected in an updated job profile.

Person Specification

Curator (Engagement)

Attributes	Essential	Desirable	Assessment
Experience	<ul style="list-style-type: none"> Engagement with the public Customer focused approach Direct customer assistance Knowledge of potential uses of ICT in all aspects of work 	<ul style="list-style-type: none"> Display and exhibition skills Creative and imaginative 	Application CV Interview
Education, Qualifications & Training	<ul style="list-style-type: none"> 1-3 years relevant Museums/Galleries experience Knowledge of potential uses of ICT in all aspects of work Evidence of ICT skills Degree level qualification in relevant professional discipline Awareness of current professional developments 	<ul style="list-style-type: none"> Postgraduate qualification in Museum Studies/Heritage 	Application CV Interview
Skills, Abilities & Knowledge	<ul style="list-style-type: none"> Interpretation of museum collections Demonstrable interest in heritage collections Collections management skills and knowledge Object handling skills 	<ul style="list-style-type: none"> Training skills Work with volunteers Knowledge of an aspect of the collections Staff supervision and training Financial skills 	Application CV Interview
Interpersonal & Communication Skills	<ul style="list-style-type: none"> Excellent communication skills Good organising skills Good social skills Good team worker Partnership working skills 		Application CV Interview