



THE FUSILIER MUSEUM LONDON

www.fusiliermuseumlondon.org





THE FUSILIER MUSEUM LONDON

Post: Museum Curator

Reporting to: Regimental Area Secretary and Museum Trustees

Responsible for: Museum Volunteers and Work Experience placements

Job Type: 16 or 24 hours per week

Salary: £12,000/£18,000 pro rata

Contract Type: Fixed Term (12 months with possibility of extension subject to funding)

Deadline for applications: **12:00hrs Monday 28 March 2022**

About the Museum:

The Fusilier Museum London is a Regimental Museum which tells the story of one British Infantry Regiment from its beginning in 1685 to the present day. The museum is based in the Regiment's historic home, HM Tower of London, and received around 1,000,000 visitors a year (pre-2020 figures). A redevelopment of the museum's permanent galleries in 2010 saw the beginning of a transformational project, *Fusilier Museum Advance!* Part funded by the Heritage Lottery Fund (HLF), this project introduced education, community, and volunteering programmes at the museum for the first time. In 2013 the museum gained a second round of HLF funding to run a 3-year WWI centenary project. This project saw the redevelopment of the museum's website, the outfitting of a new storeroom, a series of community curated exhibitions and education events undertaken.

In 2020, the Museum went into suspended animation after the resignation of the Assistant Curator and having been forced to close to visitors because of the Covid 19 pandemic. In the interim period, the Museum maintained its online presence and continued with a very small number of museum enquiries. The museum resumed operations in October 2021.

Job Role:

The post-holder will take leadership responsibility for the development, cataloguing, documentation and research of the museum and archive. The collection comprises of over 14,000 objects, including paintings, prints, crafts, equipment, uniform, and diaries. The post-holder will be required to develop expert knowledge around specific parts of the collection and the history of the Fusilier Regiment.

The post-holder will be proactive in ensuring the collection is cared for and managed to Spectrum 5.0 standard through preventative and remedial conservation and generating funding for said care and maintenance. The post-holder will support the Museum's acquisition activity and undertake collections review and disposal work.

Job Description:**1. The post-holder will be responsible for:**

- (a) Collecting of objects in accordance with the museum's Collections Development Policy, through acquisitions and donations.
- (b) Inputting into the Covid 19 museum recovery plan and oversight of the Covid 19 pandemic museum recovery activity.
- (c) The completion of AIM funded Collections Move Project.
- (d) The recruitment, training and management of museum volunteers.
- (e) The development and delivery of defined community outreach projects.
- (f) Developing and maintaining specialist knowledge of the military and regimental history.
- (g) Undertaking research and cataloguing work on both new and existing collections.
- (h) Managing loans processes and procedures.
- (i) Managing and assisting the volunteers researching and answering public enquiries.
- (j) Keeping the museum's website up to date.
- (k) Identifying gaps in the collection through support of Regimental colleagues.
- (l) Facilitating access to the museum's stored collections.
- (m) Disseminating knowledge of the museum and its collection through the delivery of online exhibitions, guided tours, talks and other digital content.

2. Internal/ External Relationships

- (a) Developing and maintaining close working relationship with volunteers of the museum and wider Regimental colleagues, including the Museum Trustees.
- (b) Developing and maintaining close working relationships, partnerships and links with a variety of external stakeholders including staff at Historic Royal Palaces (HRP) and other Fusilier Museum sites.

3. In addition, the post-holder is required to:

- (a) Promote Equal Opportunities in line with Trust policies.
- (b) Ensure Health and Safety Requirements are met with regards to volunteers, community groups and learners.



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- (c) Play a full part in the generation of funding through grant and funding applications where possible.
 - (d) To carry out regular evaluation of the traffic to the museum's website and social media sites. To collate and analysis this data with the social media volunteer.
4. The appointment is 12 month fixed-term in the first instance. Part-time, working 2 or 3 out of 7 days with **one of those days being Tuesday as part of the ongoing Collections Move project.**
 5. The salary is £12,000 pro rata for 2 days/16 hours per week **or** £18,000 pro rata for 3 days/24 hours per week.
 6. The post-holder is required to give a minimum of 4 weeks' notice on resigning.
 7. The appointment is subject to a security clearance and satisfactory references.
 8. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the museum.
 9. The Fusilier Museum London is an equal opportunities employer.

Application:

To apply for this position please send a CV and a cover letter (maximum two pages) explaining why you are suitable for the position to:

The Fusilier Museum London
RRF
Tower of London
EC3N 4AB

Or by email to:

rrfmuseumlondon@thefusiliers.org

(Please use "Application: Museum Curator" as subject header.)

The deadline for applications is 1200hrs, Monday 28 March 2022. Interviews will be held on Monday 4 April 2022.