

Storage and Movement Manager (initially a 6 months fixed term contract with the possibility of becoming permanent) - possible secondment opportunity



National Maritime Museum

The NMM collections number over 3 million items and are located on the main Greenwich site (including the SOW, ROG, East Wing and Feather's Place) and across four off-site stores, Kidbrooke, No, 1 Smithery, Chatham, LTE and the Brass Foundry. The post holder is responsible for the management and provision of access to the Museum's collections in store, as well as the movement and installation of Museum objects and location control in support of the NMM's ambitious exhibitions and gallery Masterplan. The post holder plays a critical role in the provision of expertise and delivery of key projects in support of the collections storage strategy, as well as playing a key part in delivering new ways of working in support of the New Museum programmes.

Reports to: Head of Collections Management

Responsible for: A team of 13, with direct line management of the Collections Storage Manager, the Collections Movement Manager, and the Storage and Movement Assistant.

Duties:

- Line management responsibility for a team, including ensuring personal and organisational development and change management in support of the New Museum.
- Overall management of the collections storage estate across 5 main sites, with direct line management of the Collections Storage Manager.
- Overall management responsibility for planning and resourcing the physical installation and decant of objects for NMM exhibitions and displays, with direct line management of the Collections Movement Manager. Taking a lead in cross-Museum coordination by maintaining the CEPS group programme schedule.
- Supporting the Head of Collections Management in the development of the collections storage strategy. Taking a lead in planning and delivering storage projects in support of the strategy.
- Responsible for the management, development and implementation of unified collections access initiatives across the stores: in particular, liaison with No.1 Smithery partners to maximise programming opportunities for No.1 Smithery.
- Ensuring the implementation and development of the Operational Plan for No.1 Smithery in liaison with CHDT and the IWM.
- Ensuring implementation of good practice in procurement and financial controls within the section.
- Planning and monitoring the implementation of large and/or complex collections moves, including tendering for and managing contractors.
- Liaising effectively with other Museum departments such as Exhibitions, Curatorial, Digital Media, Registration, Documentation and Audit, and Conservation to ensure that storage and movement needs for key Museum projects are appropriately met.
- Represent the Collections Management/Storage and Movement section and its work outside of the NMM.
- Ensure that the Storage and Movement section works to the highest possible standards and within professional and governmental regulations and guidelines.
- Strategic development of storage and movement policies and procedures in support of Museum business, the requirements of Accreditation and PAS197:2009.
- Ensuring that object location controls are implemented across sites to the highest standards. Liaising with the Documentation and Audit team to review and improve existing systems and tighten controls.
- Overall responsibility for the day-to-day care of the Museum's stored collections, working closely with conservators to maintain standards, and to develop a programme of storage improvements informed by the latest professional standards in collections care.
- Responsibility for budget planning and monitoring of several key areas within Collections Management. Providing information to other departments to assist and inform their budgeting processes in support of key programmes.
- Overall responsibility for the team vehicles, handling equipment and tools. Ensuring that training is provided and that they are used correctly and maintained regularly.
- Overall responsibility for the Health and Safety of all team members (many of whom are engaged in highly skilled and potentially dangerous physical work using specialist equipment) and external contractors working with the collections.
- Ensuring that collection security procedures are followed at all times both in stores and during object installations and decants. Provide advisory role on SEPAG.
- Advisory role on Loans Implementation Group, Collections Development Committee and Emergency Planning Group.

Qualifications and Experience:

Essential

- Significant high-level experience of line, operational and project management in a collections management role in a museum, library, archive or equivalent environment.
- Detailed and demonstrable technical knowledge of museum storage and movement work.
- Graduate and preferably postgraduate in a relevant subject or equivalent experience.
- Experience of managing complex cross-departmental collections management projects and marshalling resources/budgeting.
- Considerable experience of managing a team and the ability to get the best out of a wide range of people at all levels through negotiating skills is important.
- Customer-focused, a good team player and competent to review and improve existing systems and procedures.
- Knowledge of latest sectoral developments in collections management practice and policy.
- Significant experience of managing contractors.
- Experience of applying risk management processes in a museum environment.
- A demonstrable understanding of issues surrounding collections security in Museums.
- Excellent communication skills, with the demonstrable ability to communicate confidently with internal and external stakeholders at all levels.
- Significant experience of writing effective detailed reports and guidelines for colleagues with clarity.

- A willingness to work with a flexible and creative approach.
- Demonstrable experience of using collections management databases and records management systems in a Museum or similar environment.

Terms and Conditions:

Core hours of work will be 41 per week, 9.00am – 5.00pm, Monday to Friday, with an additional hour to be worked in agreement with line management.

Salary range - £35,000-£45,000 per annum pro rata

Closing date: 29 February 2012

For details of how to apply please visit our website www.rmg.co.uk/jobs

Location:	Greenwich, London
Category:	Collections Care
Duration:	
Type of Contract:	Temporary
Hours:	Full Time
added: Feb. 15, 2012	deadline: Feb. 29, 2012

More information: <http://www.nmm.ac.uk/jobs>