1. Job Details

Job title: Collections Support Officer / University Fine Art Collections Manager

School/Support Department: Information Services

Unit (if applicable): Libraries, Museums & Galleries / University Collections Division

Line manager: Director of University Collections

2. Job Purpose

To provide managerial, administrative, fundraising and curatorial support for University Museums & Galleries Collections, with particular responsibility for supporting the curatorial activities of the Edinburgh University Collection of Historic Musical Instruments and the Talbot Rice Gallery; to manage all aspects of the stewardship and development of the University Fine Art Collections

3. Main Responsibilities

1. To generate and contribute to Museums & Galleries Collections policies and cross-collections initiatives to ensure strategic development of collections activities 30

2. To supervise and develop collections staff, interns and volunteers so that they have the motivation and skills to deliver required levels of performance 15

3. To manage and fundraise against budgetary allocations for Museums & Galleries Collections to ensure maximum effect from funds available 10

4. To advise the University, through the Director of University Collections, on best practice, new developments and legislation in the sector, to support University museums and gallery collections activity 10

5. To develop and manage the stewardship of the University Fine Art Collections to SPECTRUM level, in order to ensure Museum Accreditation 10

6. To support the Principal Curator of TRG on programming and management of the Georgian Gallery to contribute to integrated forward plans for the Talbot Rice Gallery 5

7. To develop, implement and manage a University Fine Art Service to respond to University / external enquiries and to promote and develop the Collection 5

8. To provide co-ordinating and practical support and advice for relevant Collections to ensure submissions to the Museum Accreditation Scheme and/or best practice 5

9. To manage the University Cultural Collections Audit Project and curate the University Heritage Collection to ensure collections are preserved 5

10. To act as the co-ordinating link, with the Director of University Collections, between Museums & Galleries Collections and external and internal individuals & organizations (particularly SHEFC, SMC, NMS) 5

4. Planning and Organising

The postholder is a member of the University Collections Division Senior Management Team headed by the Director of University Collections. The postholder is a key player, either as a team member or team leader depending on individual projects, in the strategic development, planning, co-ordination and
delivery of cross-Collections initiatives, in particular but not limited to forward planning, environmental matters, collections digitization, events, interdisciplinary exhibitions, Museum Accreditation and major collections management reviews.

The general programme of work is set by the Director of University Collections in consultation with the postholder. The programme of work at the Talbot Rice Gallery / Fine Art Collections is set by the Principal Curator of the Talbot Rice Gallery, in consultation with the postholder, to whom the postholder works one day per week. Work planning takes the form of regular meetings with the DUC and PC of TRG and with the postholder’s own staff to assess progress against objectives and targets within the context of annual workplans. Self-generated project plans and strategic documents are submitted to the Director of University Collections for discussion and comment prior to implementation.

5. Problem Solving
The postholder will address curatorial and developmental issues as they arise, and will manage both the operational and strategic aspects of the post. The postholder will refer to policies and procedures developed by sector agencies (eg Museums Documentation Association), as well as best practice employed by national institutions, benchmarking with other University Collections worldwide. A challenging aspect of the work is the distributed nature of a number of University Collections.

6. Decision Making
The postholder is required to organize priorities as matters arise and deadlines are imposed. The postholder is required to make professional curatorial judgments, give professional advice and make planning decisions in the course of his or her daily work.

7. Key Contacts/Relationships
The postholder reports directly to the Director of University Collections and works through the DUC Office. He / she will be in contact on daily basis colleagues across the University Collections Division, in particular Museums & Galleries Collection colleagues. On a weekly basis contact will be made with academic and support staff within the University, in particular CPA and E&B, as well as external researchers and other enquirers. On a monthly basis the postholder will be in contact with the wider University (eg Principal’s Office, Secretary’s Office) and other museums, galleries, libraries, archives, professional agencies and associations, funding bodies, and suppliers.

8. Knowledge, Skills and Experience Needed for the Job
A degree in museum studies or a first degree with an appropriate postgraduate qualification is required. The successful candidate is likely to have gained experience working in a museum or gallery. Experience in curatorship, user services and online resources is essential. Personal attributes should include tact, persuasiveness and assertiveness; excellent time management and strong communication skills; a willingness to take responsibility and to propose and deliver solutions to difficult problems.

9. Dimensions
- line management of two members of part time staff, volunteers & interns and project staff
- management of annual departmental budget of £23,000
- management of funds from grant aid, ordering, invoicing etc to value of up to £25,000 annually
- management of over 2,000 items in the University Fine Art Collection
- support for ten named University Collections
- servicing of two University committees

10. Job Context and any other relevant information