



**GLENESK FOLK MUSEUM**

# **Glenesk Folk Museum**

## **Job Pack - Curator**

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## Part 1 - Job Information

**Post Title:** Curator  
**Salary:** £22,000 to £24,000 pro rata  
**Vac Type:** Temporary, Part-time, Fixed term for 3 years  
**Location:** Glenesk, Scotland  
**Closing Date:** 5pm Friday, 26th March 2021

The Glenesk Folk Museum is offering a tremendous opportunity for a dynamic Curator to work alongside the museum's volunteer team to research and release the potential of the unique and important collection.

As post holder you will manage the museum collection, undertake collections research, and deliver linked audience engagement opportunities for the benefit of current and new audiences.

Requirements include experience of working in a museum environment and undertaking collections management and care, and a commitment to developing and carrying out strategies. You will undertake research to disseminate and make accessible the unique archive materials held at the museum. The successful candidate will be a good team player, who can work collaboratively but also use their own initiative.

This is a fixed term, part-time 3 days a week post for 3 years, and is funded by the Scotland Inheritance Fund.

### Further information

For further information about the museum please contact Board member Maria MacDonell at [maria.macdonell@btinternet.com](mailto:maria.macdonell@btinternet.com)

### Applications

To apply for this post please submit a **CV and covering letter** to James Houston, Chairperson, The Glenesk Trust, [houstonjames1@sky.com](mailto:houstonjames1@sky.com) **by 5pm on 26<sup>th</sup> March 2021**

### Interviews

Interviews are anticipated to take place **w/c 19<sup>th</sup> April 2021**. Successful candidates may be invited for a second interview.

## **Part 2 – Job Description**

### **Curator**

#### **ABOUT GLENESK FOLK MUSEUM (GFM)**

*Our mission is to tell the stories of the people and landscape of Glenesk through our collection. We cherish objects in the very place where they were owned, used and loved. The amassing of things - from this place in this place - gives them their potency. Each object is linked to another in the collection and to stories travelling throughout the world in a vibrating ribbon of lives lived, in Glenesk and beyond.*

*Our values are to:*

- 1. Celebrate the uniqueness of Glenesk.*
- 2. Place the museum and the community at the heart of our activities.*
- 3. Connect stories, people and place to develop resilience and passion.*
- 4. Engage actively with our community, friends and wider museum partners.*
- 5. Respond imaginatively to change.*

*Be transparent and accountable to maintain high standards.*

#### **The redevelopment journey, 2019 and ongoing**

In 2019 the Glenesk Folk Museum closed in order to review the governance, renew museum Accreditation and develop a sustainable and resilient Forward Plan. It was recognised by the Trustees that in partnership with volunteers, consultants and the community, a reinvigoration of the whole enterprise was required to arrive at a sustainable model for many generations to come. The Covid-19 pandemic impacted this review, and contributed to the museum remaining closed in 2020.

Having undertaken a great deal of work, the Trust can now start to execute the strategic direction detailed in the Forward Plan, of which one key strand is appointing a dynamic, Curator to work alongside the museum volunteer team to once again release the potential of the collections. We are very grateful to the Scottish Inheritance Fund for supporting the museum to create this opportunity.

#### **Museum history**

The Glenesk Folk Museum at the Retreat is a highly acclaimed heritage venue founded in 1955 by local academic and schoolteacher Margaret Fairweather Michie (MBE) known as Greta. As a student of the University of St Andrews, she was pursuing postgraduate research into the social history and depopulation of the Angus glens. She had gathered an extensive and remarkable collection of artefacts and archives telling the story of Glenesk, its environs and global diaspora, from the Bronze Age to the mid 20th century, with an emphasis on Scottish rural life during the 19th century. Greta

Michie created dynamic displays in the spirit of the new living history aesthetic, alongside craft and domestic demonstrations.

The importance and power of the ever-growing collection of over thirty thousand objects, lies in its bringing together in Glenesk, so many objects whose meaning lies in their being of the place, in the place, to tell the stories of Glenesk and its people. It is imperative that, with the expertise of a professional curator, this collection should remain in Glenesk, giving voice to our ever-changing times, both locally and nationally. Historian Professor Hugh Cheape recognises Glenesk Folk Museum's vitality in telling Scotland's story through its 'significant legacy of social and rural history'.

The Retreat, once a shooting lodge, was gifted to the community by Lord Dalhousie as a home for the Glenesk Folk Museum in 1955. In 2006 major fundraising, which SIF generously contributed £10,000 towards, allowed for significant rebuilding followed in 2009 by the development of an agricultural display in the old stable block.

Over the years, in partnership with local and national bodies, we have designed and delivered events, displays and activities, school visits, touring theatre, film nights, WRI get-togethers, music and storytelling evenings, creative workshops, craft displays, polling stations, Open Studio exhibitions, local community celebrations, symposiums and office away-days. Our achievements and stories have been covered by television, newspaper and radio media. A café and small shop, woodland walk, outdoor play area and picnic provision, together with an extensive library and archive, increase the potential for extended and repeat visits.

## KEY INFORMATION

Post Title:	Curator
Line Manager:	GFM Chairperson
Responsible to:	GFM Chairperson and Board of the Glenesk Trust
Responsible for:	Staff, volunteers, contractors and placements
Salary:	£22,000 - £24,000 pro rata
Hours:	Part-time 3 days per week, equivalent to 24 hours per week
Contract:	3 year fixed term post Statutory holiday and pension contributions apply

## JOB PURPOSE

The Curator will work as a key member of the GFM team to provide a quality, innovative, authentic and accessible experience for all stakeholders.

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The Curator will be integral in developing strategies to disseminate and make accessible the unique archive materials held at the Glenesk Folk Museum. The curator will be expected to publish within a variety of professional journals, to engage with social media and online activity; to make archive material accessible (booklets, images etc) for retail, online and otherwise and to facilitate the launching of online genealogy services.

Working within the founding principles of Miss Greta Michie, the Curator will also make this important material accessible to local, national and international research projects.

Work will be guided by the GFM's Business/Forward Plan, and other key documents relating to managing collections and users and their experiences.

The work generated by the curator will fit very well with the EERC's (European Ethnological Research Centre) Regional Ethnologies of Scotland Project and its emphasis on local communities taking ownership of their own culture and heritage. In particular, the planned oral history project will provide an opportunity for the curator to investigate opportunities to partnership with the EERC.

## PRINCIPAL WORKING CONTACTS

- 1 GFM Board
- 2 GFM paid employees (variable)
- 3 GFM volunteers and student placements
- 4 The Glenesk Community
- 5 GFM paid contractors
- 6 External heritage and community organisations
- 7 Schools and educational organisations
- 8 External funders
- 9 Public

## MAIN DUTIES

1. To utilise the GFM Business/Forward Plan and other key GFM planning and procedural documents.
2. To develop an in depth understanding of GFM's documents linked to Accreditation, particularly collections and user related plans and policies, and follow these.
3. To lead and support the collections team to undertake collections management, care and conservation duties in line with the Collections Care and Conservation Policies and Plans.
4. To ensure that collections information generated is recorded on GFM's collections management systems.
5. To lead on the overall planning and delivery of the of GFM's Documentation Action Plan, particularly the Collections Audit and Inventory process, using SPECNUM procedures to always guide the process.
6. To complete the Collections Audit and Inventory process for the Minnie Lindsay collection.
7. To propose, following the completion of the Inventory process for the Minnie Lindsay collection, which collections categories should be tackled next (current proposal includes Oral Histories, The Local Landscape, The Lowden Project, The Photographic Archive).
8. To ensure that the audit and inventory process generates greater knowledge about the Minnie Lindsay collection and other collection categories identified as part of the process.
9. To pursue the research and knowledge generated as a result of collections work in the spirit of the original founder of GFM, Greta Michie, while at the same time embracing the development journey that GFM is currently on to ensure the long term sustainability of the museum.
10. To develop and deliver audience engagement opportunities (guided by GFM's Audience Development Strategy) including relevant general enquiries, displays, developing digital initiatives and on-site activities that will enhance access to the museum collections both on site and online.
11. To communicate the work and research of the curator and collections team to audiences, including through digital media. The curator will be expected to publish within a variety of professional journals, to engage with social media and online activity
12. To work closely with GFM team to raise funds to allow the collection to become widely known and respected as an invaluable resource.
13. To manage existing GFM volunteers working with the collection.
14. To recruit and manage additional volunteers to work with the collection, ensuring that role descriptions are developed for the volunteers and work is guided by the Volunteer Agreement.
15. To act as a key holder for GFM.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

## Part 3 – Person Specification

### Glenesk Folk Museum - Curator

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
Professional/ educational qualifications	Relevant degree	Diploma or post-graduate degree in museum or heritage studies or equivalent	Application, certificates, interview
Relevant work/other experience	<ul style="list-style-type: none"> <li>• Experience of working in a museum environment and with museum collections, especially social history</li> <li>• Experience of undertaking research</li> <li>• Experience of collections management and care</li> <li>• Experience of applying key plans and policies to work</li> <li>• Experience of communicating effectively with a wide variety of audiences and stakeholders, including local communities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing, training and motivating volunteers</li> <li>• Experience of supporting teams to develop strategies and policy</li> <li>• Experience of developing and delivering display and access and engagement projects</li> <li>• Supervision of relevant staff and other stakeholders</li> <li>• Experience of working to Museum Accreditation standards, including with Spectrum</li> <li>• Experience of securing funding and dealing with budgets</li> </ul>	Application, interview
Particular skills/abilities	<ul style="list-style-type: none"> <li>• A good team player, who can work collaboratively but also under own initiative</li> <li>• A confident communicator with strong written, information technology, oral and presentation skills for a wide range of audiences</li> <li>• Creative but also assured in project management, with a methodical and planned approach to work</li> <li>• Aptitude in multi-tasking and working to set timescales</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with collections management systems</li> </ul>	Application, certificates, interview

	<ul style="list-style-type: none"> <li>• Knowledge of professional standards and best practice</li> <li>• Highly competent IT user</li> </ul>		
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Highly motivated and enthusiastic</li> <li>• Flexible</li> </ul>		Application, interview
Additional requirements	Available to work evenings and/or weekends	UK driving licence and own transport	Application, certificates, interview