

**PICKERING BECK ISLE MUSEUM OF RURAL LIFE**

Job Title: Visitor Engagement and Collections Manager

Reports to: Trustee Board of the Museum

Type: Part-Time Seasonal Contract (Possibility of extension)

Salary: £23800 per annum, pro rata, 24 hours over 4 days per week, includes Saturdays during opening season April to Oct

Annual Leave: 23 days including Public Holidays, pro rata

Location: Pickering, North Yorkshire

**About Beck Isle Museum:**

Beck Isle Museum is an independent museum in the heart of Pickering, North Yorkshire. We are home to a wide range of fascinating collections, showcasing the region’s industrial, agricultural, and domestic history. As a popular visitor attraction, we are committed to preserving, interpreting, and sharing the heritage of the area with our local community and visitors from all over the world.

**Purpose of the Job**

To manage the day to day running of the museum. Reporting to the Board of Trustees, the appointee will work with the Trustees in ensuring that the museum operates in a safe manner whilst remaining a profitable and sustainable business.

**The Role:**

We are looking for a passionate and organised Visits and Collections Manager to head our dedicated team of volunteers. This is a key position that blends working with our extensive collections and enhancing the visitor experience. You will play a vital role in ensuring that our collections are cared for, displayed appropriately, and that our visitors have a welcoming, informative, and engaging experience.

**Job Description**

* To act as duty manager carrying out duties as required for the safe operation of the museum.
* To recruit, train and supervise volunteers dealing with visitors, collections, and maintenance.
* To be responsible for the management, display, interpretation, conservation, and care of the museum collection.
* To develop and help deliver an events programme.
* To develop, update and maintain the website.
* To lead on the promotion of the museum via social media and other marketing opportunities.
* To lead on the Museum Accreditation process.
* To lead on the museums advertising

**Key Responsibilities**

**Admissions**

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* Work with a team of volunteers to develop and maintain an attractive admission and retail area.
* Manage the staffing rota to ensure the Museum remains operational and sufficiently staffed.
* **Volunteers**
* Recruit volunteers
* Line manage volunteers
* Lead the induction and training for volunteers.
* Work with the Front of House volunteers to maintain the high standard of customer service offered to the visitors
* Develop, maintain, and monitor operational daily tasks for volunteers.

**Management duties**

* Line manager to the museum cleaner maintaining day to day contact and giving support and advice
* Key holder responsible for security of the museum

**Other Museum Operational Duties**

* Implement the museum’s Health and Safety guidelines and carry out risk assessments where appropriate.
* Ensure the testing of the fire alarm and emergency lighting system are carried out to schedule
* Liaise with museum contractors who supply services, i.e. sanitary services, lift maintenance, security alarm etc.
* Identify opportunities to develop the museum as an attraction to the local community and visitors.
* Lead the overall marketing strategy and social media activities.

**About You:**

The ideal candidate will have a strong interest in history and museum work, with a passion for collections care and visitor services. We are looking for someone who is:

* **Organised and Detail-Oriented:** Able to manage multiple tasks, from collections care to visitor services, with a high level of attention to detail.
* **Customer-Focused:** Friendly, approachable, and able to provide excellent customer service in a busy, dynamic environment.
* **Knowledgeable:** A basic understanding of museum collections management, conservation, and/or exhibition curation is desirable. A background in history, museum studies, or a related field is preferred but not essential.
* **Communication Skills:** Confident in speaking to a wide range of audiences, including school groups, families, and adult visitors. Able to clearly interpret historical information in an engaging way.
* **Team-Oriented:** A collaborative team player with the ability to work independently when required.
* **Flexible:** Comfortable with a varied role that includes both office-based tasks (collections management) and hands-on visitor-facing activities.

**Why Join Us?**

* **Work in a unique setting:** Beck Isle Museum is a cherished Museum in Pickering North Yorkshire, offering a friendly, community-focused working environment.
* **Career Development:** Gain valuable experience in collections care, exhibition development, and visitor services.
* **Training and Professional Development:** We support continuous learning and development within the museum and heritage sector.
* **Staff Benefits:** Including pension.

**How to Apply:**

If you are passionate about collections care, history, and providing an excellent visitor experience, we would love to hear from you! To apply, please visit www.beckislemuseum.org.uk

If you would like an informal chat before applying please email trustees@beckislemuseum.org.uk to arrange a mutually convenient time.

**Beck Isle Museum is an equal opportunities employer** and welcomes applications from individuals of all backgrounds

**Closing date:** Friday 24 January 2025

**Interviews:** Friday 31 January 2025