



Almond Valley Heritage Trust

## Collections and Engagement Manager

A permanent post, responsible to the Director, with an annual salary of £35,000.

Almond Valley Heritage Trust is a museum organisation with broad aims that relate to the promotion of learning and the appreciation of local heritage. The Trust operate the Almond Valley Heritage Centre; a popular family leisure destination that features friendly farm animals, imaginative play facilities, and many other ingredients of a great family day out. The site also encompasses historic farm and watermill buildings, horticultural displays and activities, the conservation of rare breeds of livestock, and the museum of the Scottish Shale Oil Industry. Our museum collection is recognised as being of national importance and is displayed within the shale museum at Almond Valley and through a virtual museum presence.

The Collections and Engagement Manager is a new senior post who will be responsible for delivering and coordinating the Trust's cultural and heritage objectives. Through operation of the museum, and through input to the broader range of activities and services, the new post will add value and enrich the learning experience of family visitors, and enhance their enjoyment. The rich variety of interests and resources on our site, and in our collections, offer wonderful opportunities to link ideas, explore themes, and weave stories. Imaginative, enjoyable experiences that are in tune with our popular family audience provide brilliant opportunities to spark interest, open eyes, and encourage action. Our illustration of sustainable and non-sustainable sources of energy, and the rich natural and cultivated environment of the site, provide special opportunity to explore historical and local perspectives on the climate emergency, and the needs of a sustainable future. Such activities contribute to Almond Valley's special identity.

The key responsibilities of the C&E Manager will include

- Care and management of the museum collection to standards that meet or exceed those required for Accreditation and Recognition
- Continued development of the museum's on line presence, and the programmes of research and content development associated with it
- Operation and continuing development of displays and exhibitions within the museum building and the engagement activities that take place within it
- Development of interpretation and displays within the historic mill and farm buildings, and extending the public use of these spaces
- Development of interpretation and engagement activities throughout the site, both as a permanent part of the visitor experience, and as shorter-term events and exhibitions.
- Contribution to the planning and delivery of the mainstream programme of special events and activities, particularly to ensure that commercial considerations are balanced by cultural purpose and align with the Almond Valley brand and mission.

- Managing an ongoing learning engagement with visitors and supporters through social media and other communication
- Coordinating curriculum-linked learning resources delivered on site or online.

#### Operational responsibilities

- Management and support of museum volunteers, who currently focus on digital content creation but might play a broader role in museum operations
- Management of any seasonal staff in engagement roles, notably those appointed to deliver the summer activities programme, and any relevant staff employed on projects. Direction of a museum technician, and of the horticultural activities carried out by landscape staff
- To advise and support the farm manager in the formulation of public talks, demonstrations and school group activities that are delivered by the farm team
- To work with the Director in the development of engagement, learning and community projects, compilation of relevant grant applications or other fundraising, and in relevant matters of the Trust's public profile
- To contribute, as part of the management team, to the broader operation and promotion of Almond Valley

#### Required Qualities

- A recognised museum qualification and appropriate practical experience of collections management
- An understanding of theories and practices of learning, and appropriate experience in the techniques of engagement and interpretation.
- A good communicator; having a wonderful way with words, pictures and other media, and a broad digital competency.
- An affinity with children and families who enjoy a great day out at Almond Valley, sharing a sense of fun and a vivid imagination.
- A creative thinker, happy to find their own path and devise imaginative solutions to any problems they may encounter. Someone with an ambition to make a difference

In line with other posts at Almond Valley a 40 hour week is worked, five days in seven, with 32 days annual holiday.

Applications close at 08.00 on 11<sup>th</sup> December 2023