

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
LIBRARY & CULTURAL INSTITUTIONS
THE WHITWORTH ART GALLERY
Head of Learning and Engagement

Vacancy ref: L&CI-08958

Salary: Grade 8 £49,230 to £58,754 per annum

Hours: Full time

Duration: 6 months Fixed term secondment cover (available 02/01/2017 to 01/07/2017)

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Kelly Jones, Senior Executive Assistant

Email: kelly.jones-3@manchester.ac.uk

JOB DESCRIPTION

Responsible to: Maria Balshaw & Nick Merrimen, Directors, Manchester Museum & the Whitworth.

Responsible for: Learning and Engagement Team (Early years, families, young people, schools and colleges, adults, communities, volunteers, arts and health, freelancers and creative practitioners), Visitor Team, Learning Assistant (PA support).

Working with: Leadership team, wider museum and gallery staff, University colleagues, funders, a wide range of arts, education and charitable organisations and agencies.

Overall purpose of role

Overall strategic leadership, management and development of public-facing learning and engagement at Manchester Museum and the Whitworth.

Main responsibilities

You will undertake a range of activities commensurate with the grading and responsibility of the post, which will include the following:

Policy and strategic development

- Take an intelligent and entrepreneurial approach to strategic planning and policy making in the context of changing priorities and performance.
- Develop new innovative approaches, partnerships and models for the museum/gallery and wider sector.
- Continuously review learning and engagement policy and strategy (e.g. Social media policy, vulnerable adults policy, volunteering guidelines, health & safety, access, interpretation, research) to ensure relevance and effectiveness.
- Maintain a pivotal role for the Museum and Art Gallery in city-wide, regional and national initiatives.
- Represent the Museum and Whitworth at regional and national level on steering groups and policy-making bodies.
- Develop joint initiatives with strategic partners, including local, regional and national organisations and agencies.
- Report to external funding bodies, government departments and HE authorities on a range of initiatives and programmes.

Strategic management

- Oversee the professional development and operation of teams working across the two venues with direct line-management of key staff
- Oversee the development of programmes that are participatory, social and imaginative.

Research & development

- Manage a programme of continuous research and evaluation of public-facing and engagement which is both broad-based and specific to inform the development and planning of future programmes.
- Create approaches that encourage participation, experimentation and reflection, embedding current research and innovation and engage with contemporary culture, learning futures and policy developments.
- Ensure that audiences' needs and interests are embedded in the programmes and visitor offer of the Museum and Art Gallery.

Finance & administration

- Take overall responsibility for the management of relevant budgets.
- Ensure the delivery of cost effective programmes, set against defined outputs and agreed budgets.

- Develop and monitor the charging structure for self-financing programmes.

Marketing & development

- Oversee all communications relating to learning and engagement programmes. Work in collaboration with colleagues to produce content for publicity and identify appropriate media for the promotion of the engagement offer.
- Oversee the development of opportunities for visitor engagement and participation through the use of social and digital media and networks.
- Actively seek opportunities to attract funding to support new and existing work, including grant applications, earned income and sponsorship as well as partnership agreements, in collaboration with relevant staff.

External & internal advocacy

- Develop and sustain relationships with regional and national bodies and organisations, such as Local Authorities, NHS, Arts Council, community leaders, head teachers, local businesses and arts organisations to enable them to develop work with and make effective use of the Museum and Whitworth.
- Represent the Museum and Whitworth in regional, national and international organisations, conferences and meetings and share innovative practice across the sector.

PERSON SPECIFICATION

Knowledge, skills and experience required

- Possess a post-graduate degree or equivalent in a relevant subject, or have relevant post-graduate calibre experience.
- Demonstrate sound experience of working on a strategic level. Have significant professional experience of managing learning / engagement activities within a user-focused service delivery environment, (preferably in the cultural / arts sectors).
- Demonstrate excellent oral and written communication skills, with experience of presenting to different audiences and writing effective reports, fund-raising and advocacy documents.
- Be a strong team player with keen skills of persuasion and the enthusiasm and energy to take an entrepreneurial approach, demonstrating initiative and tenacity in completing work programmes.
- Be analytical, logical and flexible in approach to problem solving, with a proven ability to prioritise competing tasks to ensure deadlines are achieved.
- Demonstrate the tact and diplomacy needed to liaise with a range of internal and external contacts at all levels.
- Possess strong IT skills, including word processing and database.

- Understand the special nature of a university Museum and Art Gallery, and be highly motivated to develop the opportunities open to a museum and gallery in an HE environment, and thereby to strengthen the links between the Museum and Art Gallery, University and the wider community.