

DR. JOHNSON'S HOUSE



17 Gough Square
London, EC4A 3DE
Tel: 020 7353 3745

LORD HARMSWORTH – PRESIDENT
STEPHEN CLARKE FSA - CHAIRMAN
DR. JOHNSON'S HOUSE TRUST LTD.
Registered Charity Number 1122396
Company limited by guarantee

Organisation:	Dr Johnson's House
Role:	Curator (Maternity Cover for The Donald Hyde Curator)
Location:	City of London
Salary:	£28,000 - £30,000
Hours:	Full Time
Contract Type:	Fixed-Term Contract – up to 12 months
Application closing date:	3 rd February 2020
Interview date:	Thursday 13th February 2020
Position to start:	16 th March 2020

Dr Johnson's House is seeking to recruit an Acting Curator whilst the permanent incumbent is on maternity leave. We celebrate the life and work of Samuel Johnson in a small, friendly historic house museum. Dr Johnson's House Trust Ltd employs two full time staff: a Curator and a Deputy Curator, with financial and administrative support from a part-time Accountant/ Administrator, as well as a casual Duty Manager who supervises private hires, and a part-time cleaner. Along with a dedicated group of c. 20 volunteers, they manage every aspect of the day-to-day running of the museum. The Trust is looking for a motivated, responsible and highly flexible candidate to become part of the small team. Multi-tasking, good time management and practical thinking are essential attributes. The candidate must have experience of a managerial role in the museum/historic house sector, experience of managing staff and volunteers and of working with the public, along with the ability to transfer their enthusiasm for history to a wide audience.

The post holder will be required to report to the Board of Trustees, to co-ordinate with the Accountant/ Administrator and to line-manage the Deputy Curator, the Duty Manager and contractors on site.

For an informal discussion about the role, please contact Celine Lupp McDaid at curator@drjohnsonshouse.org or telephone 020 7353 3745.

Job specification: Key Areas of Responsibility

- **Operational management:** overseeing running of museum, including maintenance of operational systems, appropriate staffing and training is provided to ensure the museum remains open and functioning as scheduled, responsibility for the overall visitor experience and compliance with all existing museum policies

- **Listed building property management:** general maintenance, including overseeing contractors etc. You will be responsible for all aspects of Health and safety within the museum and for ensuring staff are aware of their duties in your absence. You will also support an on-going project into 'access feasibility' at the museum
- **Reporting to the Board of Trustees:** monthly reporting to Board of Trustees on House activities and strategic and developmental progress, presentation of reports at Board meetings, supporting trustees with developmental research
- **People management:** knowledge of HR and employment regulations, for paid and volunteer staff
- **Health and Safety management of site/ people:** key H&S role to ensure safe working environments for staff, volunteers and for visitors, including promotion and facilitation of open access to House and collections
- **Museum Accreditation:** maintaining compliance with existing standards and policies, meeting established action points as per our Forward Plan, updating policies for submission to Board of Trustees ahead of AGM
- **Collections management:** library/ archives / furniture / ephemera: responsible for documentation, interpretation, storage, preventative conservation issues, cataloguing new acquisitions, increasing access to and understanding of collections
- **Financial duties:** daily cashing up/ working to established budgets/ fundraising in museum sector / liaising with accountant and treasurer
- **Front -of-house:** responsible for overall visitor experience. Monitoring and evaluating for purposes of meeting Trust aims and facilitating future development plans
- **Education programme management:** overseeing Deputy Curator and shared delivery of tours and workshops
- **Public relations:** representing Dr Johnson's House as its public face and liaising with and reporting to a number of stakeholder and partner organisations, plus special interest groups as necessary, including the National Trust, City of London Tourism and the Johnson Society of London and others
- **Other tasks as appropriate:** as required by the Board of Trustees

Person specification:

Dr Johnson's House Trust is looking for a highly organised member of the museum sector with a passion for communicating heritage. In particular, we are seeking 2-3 years' experience in the following areas:

- You will have experience in the heritage and cultural sector at management level, including operational and financial roles
- You will have line- management experience, including paid and volunteer staff, and management of external contractors
- You will have an interest in conservation, experience in collections management and enthusiasm in caring for small historic collections and archives
- You will be familiar with current Health and Safety laws and the implementation of H&S policies in the workplace
- You will have front-of-house museum experience, including awareness of access and inclusion issues in museums
- You will have excellent presentation and communication skills and be a strong communicator with the ability to take ownership of and to solve problems
- You will be computer literate

This post is full time, though a degree of flexibility can be offered. Please note that this post requires working on 1 out of 4 Saturdays and there will also be occasional evening work.

An enhanced DBS Check is a standard screening process as part of Dr Johnson's House employment policy.

Applicants are asked to **submit a CV and a statement** indicating how their knowledge and experience match those specified. Applications should be submitted to Celine Luppó McDaid at curator@drjohnsonshouse.org by 3rd February 2020.