



Dacorum Heritage is a small charity based in the borough of Dacorum with a big mission to connect and inspire communities through local heritage. Our plans are ambitious and we have a great opportunity to deliver for the community in Dacorum.

We are seeking a Collections Manager, working three days per week at our Museum Store in Berkhamsted, capable of developing and managing diverse collections, particularly as we move to new requirements from local heritage organisations and continue to work on rationalising the collection. You will lead on the planning and delivery of collections management operations across the museum store, with a focus on day-to-day collections care and access. You will be expected to lead on the introduction of new working practices, common standards and a more cohesive approach to collections management. You will facilitate access to collections, review process and procedure, and oversee Health and Safety compliance.

The key focus of this job is to preserve, develop and promote the collections of Dacorum Heritage and local heritage organisations using first-rate collections management expertise. The Collections Manager will also line manage the Collections Assistant, Collections Volunteers and any Student Placements.

We are looking for a candidate who can demonstrate:

- Experience working with museum collections, ideally a mixed social history collection.
- Experience working alongside, and supervising, volunteers.
- Experience of working within Spectrum procedures.
- Experience responding to public enquiries.
- An in-depth understanding of Museum Accreditation.
- A good general understanding of health and safety.
- Strong IT skills; including using a collections management system.
- The ability to work well in a small team.
- Ability to communicate effectively with others; both internal and external to the organisation.
- The application of problem-solving skills to collections management dilemmas and queries.
- Commitment to keeping up to date with best practice in the sector.

Closing date for interviews – 19th November 2021

Salary - £28000 FTE

Contract type – Permanent

Please apply to/further details - janetsparks@dacorumheritage.org.uk