

COLLECTIONS DIRECTOR

We are looking for a new trustee with responsibility for collections management to join our board. We would especially like to hear from people with a background in local heritage or collections management to support the Trust's aspirations to open a museum at the Bury in Hemel Hempstead.

Dacorum Heritage Trust holds a varied and exciting collection of historic objects, images and documents relating directly to the area. Additionally, the Trust operates as an umbrella organisation, joining together all the local heritage societies, and holds artefacts from many of the Constituent Societies.

Responsibilities:

- Co-ordinate, with the Collections Manager, the care and maintenance of all the Trust's Collections, associated policies and the acquisition, disposal, emergency planning, environmental monitoring and other such processes necessary to preserve the integrity of the Collection.
- Act as the point of contact with the constituent societies.
- Line management of the Collections Manager.

What are we looking for?

Skills & Experience

Essential

- Understanding of the requirements for collections management.
- Ability to build productive relationships with constituent societies.
- Good organisational skills and administrative skills.
- Excellent negotiator and mediator.

Desirable

- Local history and subject knowledge.
- Understanding of the Museum Accreditation Process.
- Up-to-date IT skills.
- Knowledge of MODES software

What difference will you make?

We are now looking for a new trustee with responsibility for collections management to join our established board. We are fortunate in having a dedicated team of friendly volunteers who support our day to day operation, work on the collections as well as supporting events and exhibitions.

The Trust holds bi-monthly Board Meetings, and as a trustee you would act with other trustees to achieve vision and direction for the Trust.

What's in it for the volunteer?

You would be joining the Trust at a time of exciting changes, becoming part of a friendly team, and helping to secure the long-term future of our dynamic organisation, raising the profile of Arts and Heritage within the Borough of Dacorum.

Before you apply:

To apply, please submit an expression of interest outlining how you fit the person specification and why you are interested in becoming a trustee for Dacorum Heritage Trust.