



Heritage Manager

Background

Catalyst Science Discovery Centre and Museum has been successfully trading for over 30 years. Our aim is to inform, educate and inspire the widest audience about the relevance of Science Technology Engineering and Maths (STEM), chemistry and related industries through;

- Our unique offerings and hands-on experiences
- Our rich industrial heritage archives
- Our strong links to the local area.

The Role

Reporting to the CEO

Responsible for: Managing Catalyst's heritage programmes, activities and galleries and to project manage the Synergy Project. Candidates should be educated to degree level and have a post graduate Museum qualification or equivalent museum experience.

Salary: £24,000 / annum

Hours: 30 hours across 4 days each week

This role is for a fixed term period only however, subject to funding this period may be extended. The initial term will be for 12 months.

Main duties and responsibilities

The Heritage Manager is responsible to the CEO for the management and development of all heritage activities in the Centre to ensure the project management and delivery of the Synergy Project is on time and to budget.

Responsibilities include;

- Develop new heritage attractions/activity programme to maximise visitors' enjoyment & understanding, increase visitor access
- Refresh regularly permanent exhibitions and set up temporary exhibitions
- Contribute as a member of the Senior Team
- Accountable for the conservation and management of Catalyst's heritage archives and collections
- Ensure Catalyst meets museum accreditation criteria/standards and maintains accredited status
- Manage budgets and carry out strategic heritage planning (long term vision for heritage offerings and their refreshment/renewal)
- Secure funding from external sources
- Organise and monitor heritage renovation and conservation work
- Recruit, supervise and motivate staff and volunteers
- Keep up to date with developments in the field and with historical research into topics related to the attraction

Person specification:

- the ability to deal effectively with a range of people
- knowledge of accreditation procedures and policy writing
- excellent knowledge of collections care including environmental management
- excellent written communication skills
- ability to explain complex concepts to visitors
- a genuine interest in and understanding of the heritage sector, plus awareness of related current political agendas
- good negotiation skills
- administrative and budgeting skills
- digital media and IT skills, knowledge of the use of digital resources
- commercial awareness and customer service skills
- an enthusiasm for learning
- the ability to use your initiative and work well in a team
- experience of partnership and collaborative working
- flexibility and creativity

- time-management skills
- project-management and planning skills
- leadership and people management ability

What you can expect:

- An opportunity to play your part in affecting positive change and working collaboratively with cross-functional teams that will make the most of our heritage offer.
- An opportunity to lead an exciting, forward-thinking community led project culminating in a new gallery and transition spaces and enhanced heritage offer.
- Supportive team around you who want to make our visitor attraction the best around.
- Access to excellent learning and development opportunities.
- Our employee benefits offer contains life assurance cover, pension provision, 20 days holiday, free parking and reduced rates in the Café.

The successful candidate will be required to undergo an enhanced DBS check

How to apply

Please send your CV and Personal Statement, stating clearly how your skills, experience and attributes relate to the role. Please send your application to jobs@catalyst.org.uk

Closing date is Monday 5th December 2022.