

Broadway Museum & Art Gallery



Role	Museum and Gallery Director
Salary	In the region of £30,000 per annum
Job Purpose	To lead the management and development of the museum, raising its profile and attracting both visitors, Friends and Patrons. The day-to-day running of the museum and management of staff and volunteers. Maintain the Environmental Management System and nurture the museum's partnership with the Ashmolean Museum, Oxford University.
Responsible to	Chairman and Trustees
Direct Reports	Part-time staff and Volunteers

Key Responsibilities

- The management and development of the museum, its day-to-day operations, finances, shop, educational programmes, events management and services for visitors.
- To contribute to the strategic vision and future planning for the museum, with financial forecasts, KPIs and targets.
- To maintain an annual operational plan, budget and cash-flow.
- Income generation with a view to increasing resources from Friends, Patrons, Benefactors and other sources as well as from community, corporate and private events.
- Nurturing and increasing the role of volunteers in the museum.
- Establish good relations with key sectors of the community and press.
- Manage the production and publication of publicity material and digital media campaigns.
- Provide schools and colleges with appropriate learning opportunities, particularly those in Worcestershire and Gloucestershire.
- The administration of the museum's lecture series.

Person Specification

Skills, knowledge and experience

Essential

- Broad range of skills in organizational management in a cultural or commercial organization of similar scale.
- Experience in management of staff and volunteers and team building to create a positive culture.
- Ability to manage budgets and finance.
- Proficiency in Microsoft Office 365 applications including Word, PowerPoint, Excel and Publisher.
- Highly organized and able to multi-task effectively to meet deadlines.
- Excellent interpersonal skills.
- Ability to devise appropriate social media campaigns to enhance both the reputation and reach of the museum.

Desirable

- A degree or highly relevant experience including business planning in a Trustee environment.
- Knowledge of the Charity environment and Charity Commission requirements as well as HMRC requirements.

Terms and Conditions

- The successful candidate will serve a six-month probationary period.
- Employment is subject to receipt of two acceptable references.
- Occasional working at weekends or evenings as required.