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| **Job Title** | Museums Manager |
| **Reports to** | Director of Collections  |

**Background**

There are three small museums at Eton College, in addition to rich collections of rare books and manuscripts, art and archives. Two of these museums, with origins in the late 19th-century, were established for the enrichment of teaching. The Natural History Museum (NHM) organises thousands of specimens around themes including local wildlife, biodiversity, evolution and ecology. The Museum of Antiquities (EMA) exhibits the fine collection of Egyptian artefacts at its core, but also many other objects covering a vast geographical and chronological frame. In 1985 they were joined by the Museum of Eton Life (MEL), established as a focus for members of the public wishing to visit and learn about the school.

These museums—along with our special exhibitions—attract the major share of the Collections’ 25,000+ annual visitors. The museums and exhibition gallery are open to the public at weekends, free of charge, and also for seasonal heritage tours and admissions visits, as well as other events. They are the focus for the College Collections’ education programme for primary schools and are used in teaching at Eton and for other secondary school groups. At present there are also sizeable loans out from the Antiquities collection to two universities, which are used for teaching and public engagement. The museums also lend objects to external exhibitions elsewhere in the UK and abroad.

**Job purpose**

Coordinates and undertakes documentation, care, presentation and promotion of the collections of the Museum of Antiquities (EMA), the Museum of Eton Life (MEL) and the Natural History Museum (NHM).

The MEL is the focus of a major project to upgrade display cases and refresh the museum for a relaunch projected for September 2026, and the greater part of the postholder’s time will be dedicated to this project during that period. Following completion of that project, it is expected that the postholder’s main focus will be on collection management and documentation across the three museums, alongside the other areas of activity listed above under job purpose.

**Job purpose**

The Museums Manager will coordinate and undertake documentation, care, presentation and promotion of the collections of the Museum of Antiquities (EMA), the Museum of Eton Life (MEL) and the Natural History Museum (NHM).

**Key working relationships**

The postholder will report to the Director of Collections and will work in collaboration with and coordinate efforts among:

* Curator of Antiquities, Curator of Natural History and, in future, Curator of Eton Life (Eton teachers who bring subject knowledge, liaise with Eton teaching departments and the wider school as well as external schools as appropriate, and contribute to engagement efforts)
* Collections Education Manager (responsible for our museum learning programme)
* Exhibitions & Access Coordinator and Senior Custodian (responsible for weekend museum openings)
* Conservation team
* Other members of the College Collections staff

**Key Tasks and Responsibilities**

**Museum Management and Administration**

* Implements policy and strategy of the College Collections in all areas of museum work;
* Represents the museums on the College’s Collections Committee, on College Collections sub-committees and other bodies when necessary;
* Supports museum curators in managing associated budgets and in producing annual reports and other reports as required;
* With the wider team, monitors museum buildings and facilities;
* Occasionally trains and supervises volunteers, work placements and cataloguers and front-of-house staff;
* Liaises with external museum and heritage professionals and subject specialists to promote the museums and increase co-operation between Eton and other institutions.

**Access and Interpretation**

* To September 2026: Acts as lead curator on project to refresh the display and interpretation of the Museum of Eton Life;
* Acts as initial point of contact for enquiries about museum collections and access, and responds by email, telephone and post. Provides access for researchers and visiting parties;
* Contributes to formal and informal educational work of the museums, for example by giving tours and delivering presentations to visiting groups and individuals, as well as to Eton students and staff, and by supporting teaching sessions led by Eton masters and the Collections Education Manager. Contributes to the Collections’ events programme (e.g. family learning events, occasional evening or weekend events and open days);
* Collaborates with Exhibitions & Access Coordinator on matters related to design and interpretation, ensuring diverse audiences and their access needs are considered. Writes information, labels, publications, online media and other means of interpretation tailored to a range of audience needs. Ensures captions and text are up to date;
* Collaborates with subject specialists (museum curators) and conservation staff to maintain, update and redisplay collections across the museums;
* Contributes to temporary special exhibitions drawing on museum collections (sometimes acting as lead curator).

**Collection Management**

* With the museum curators, and with reference to relevant sector standards and benchmarks, develops and refines collection management policies for the museum collections;
* Oversees and undertakes implementation and documentation of primary Spectrum procedures for objects in the museum collections. Adds and improves object records and other documentation as appropriate and updates locations following movement. Contributes to digitisation efforts as appropriate;
* Collaborates with conservation staff to implement preventive conservation policies;
* Supports museum curators in assessing potential acquisitions in keeping with museum collection management policies. Liaises with donors of materials to the museums.

**Additional**

* Carries out any other duties appropriate to the post and in line with the needs of the Collections.

**Working pattern**

This is a full-time, permanent position, 52 weeks of the year **(inclusive of 5.8 weeks paid holiday entitlement).**

Working hours will be 35 hours a week Monday – Friday.

Flexibility is required as the nature of this post requires some evening and weekend hours, which will be scheduled in advance in consultation with the post holder and for which time off in lieu will be given.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following;

**Essential**

* Experience of working in a museum environment;
* Strong understanding and practical knowledge of collection management, care and display of collections in line with museum accreditation standards, including strong knowledge of Spectrum standards and their application;
* Experience of techniques of engagement and interpretation, including developing and producing exhibitions/displays of collections for the public;
* Excellent organisational and project management skills, with the ability to manage a wide range of tasks simultaneously and meet deadlines;
* Ability to work as part of a team, use own initiative and organise own workload;
* Excellent communication, presentation and interpersonal skills, both written and spoken;
* Strong IT skills, including ability to use the Microsoft Office suite;
* Hands-on experience and knowledge of collection management systems;
* Demonstrable interest in aspects of the Eton museums’ collections.

**Desirable**

* Postgraduate museums qualification or experience to a comparable level;
* Experience of a temporary exhibition or gallery refurbishment;
* Experience of financial management, budgeting, tracking and reporting;
* Experience of effective staff, volunteer and/or contractor supervision.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**