

**Dundee Industrial Heritage Ltd.**  
**Curator**  
**Job Description**

1. Identification

|            |   |   |
|------------|---|---|
| Post Title | : | Curator                                   |
| Terms      | : | Permanent                                 |
| Salary     | : | £20,000 - £24,000 depending on experience |
| Department | : | Heritage & Exhibitions                    |

2. Background

Dundee Heritage Trust runs two highly respected and vibrant museums – The Royal Research Ship *Discovery/Discovery Point* and *Verdant Works*. Both sites are fully accredited museums and have won numerous awards, both national and international, as well as being 5 star rated attractions with Visit Scotland.

Both the polar and jute collections are Recognised Collections of National Significance.

3. Purpose of Job

This post is within the Heritage & Exhibitions team and will involve working closely with the Heritage & Exhibitions Director. It is concerned with all aspects of collections care and exhibitions, ensuring that Dundee Heritage Trust continues to meet the highest standards in these fields at both our museum sites.

There will be some evening and weekend working throughout the year around planned events and activities.

Your major responsibilities will include:-

The development, care and management of the collections of Dundee Heritage Trust covering issues including acquisition, documentation, digitisation, storage, conservation and loans

Ongoing maintenance of Recognition status for both collections

Ensuring Accreditation status is retained for both museums

Regular updating of the Adlib collections database, both the internal and public on-line versions

Major projects – working on the development of new permanent galleries and interpretation

Input into planned gallery maintenance programmes so that our visitors receive a quality experience and our VS 5 star rating is retained

Developing and facilitating the temporary exhibition programme, the majority of which are generated by external groups/artists but also involving in-house shows based on the collections

Fundraising for collections development – submitting application to bodies such as Museums Galleries Scotland, UK Antarctic Heritage Trust and National Fund for Acquisitions for projects relating to acquisitions, collections care and interpretation

Representing the Trust at museum sector events and on appropriate bodies

Assisting with public events at the museums

Playing a part in ensuring a high public profile for our museums through giving talks, putting out press releases, posting on social media etc.

The provision of a public enquiry service

Working with the Education Officer and Audience Engagement Officer to develop our learning and outreach offer

Line management of Assistant Curator (if position filled)

Supervision of collection volunteers and student placements

#### 4. Other Duties

This job description is a broad picture of the post at the date of preparation.

It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.