

**JOB DESCRIPTION**

**JOB TITLE:** Head of Interpretation

**REPORTS TO:** Collections and Learning Director

**HOURS:** 36.5 hours pw

**SALARY:** £30,000 - £32,000 - subject to experience

**FUNCTION:** To oversee all Interpretation work across the Trust’s 10 museums, and work in partnership with colleagues to ensure our visitors get the highest quality museum experience possible. This post will be responsible for the development and delivery of the temporary exhibition programme and display development across the Trust.

**INTERVIEW DATES:** Monday 17th and Tuesday 18th October 2022.

**Background**

Founded in 1967, Ironbridge Gorge Museum Trust Ltd (IGMT) is a registered charity with the twin aims of preserving the historic sites within our care and educating the public on the industrial, social and economic history of the Ironbridge Gorge and related areas, with particular reference to the Industrial Revolution. The Trust cares for 10 museums, 35 scheduled monuments and listed buildings and a number of open spaces – including an Arboretum and two Quaker burial grounds.

The Trust’s collections are Designated by Arts Council England. These are displayed in, and alongside, a series of internationally important buildings, sites and monuments, and together enhance our understanding of Britain’s Industrial Revolution, which in turn shaped the modern world. The importance of the remarkable overall context for these collections was recognised in the designation of the Ironbridge Gorge as a World Heritage Site by UNESCO in 1986. The reason for the listing includes the explanation that ‘Ironbridge is known throughout the world as the symbol of the Industrial Revolution.’ Our sites and collections mean that we have a huge range of stories that we can tell, and topics that we can cover. The potential is vast, and very exciting.

**Main Purpose of the Role**

The Head of Interpretation will have overall responsibility for the interpretation of IGMT’s visitor facing spaces – including 10 museums and a number of listed buildings and scheduled ancient monuments, and our outside spaces. They will also lead on and deliver IGMT’s programme of temporary exhibitions.

Working with the Collections and Learning Director, they will lead on interpretative planning across the Trust which will encompass equality, diversity and inclusion and provide innovative interpretive approaches which prioritise storytelling and active visitor engagement. They will be responsible for making the collections and stories accessible and engaging through a variety of interpretative methods.

They will work alongside the collections team to develop collections content for the Trust’s website and social channels.

**Core Responsibilities**

* Management of staff
* Management of volunteers
* With the Collections and Learning Director and other appropriate internal partners lead on the development of the Trust wide interpretation strategy and site specific interpretation plans
* Interpretation of IGMT Designated collections
* Interpretation of IGMT historic buildings and outside spaces
* Management of budgets
* Partnership work – both internally and externally
* Public Engagement Activities – this includes media work; contributing to the Trust’s Social Media output; public events such as talks; developing activities in collaboration with Lifelong Learning team etc.
* Representing the Trust within the museum sector – such as conferences; working with SSNs, etc.

**Duties will include:**

* Management of a team that includes Curator of Interpretation; Senior Costume Interpreter; Wardrobe Staff
* To lead on interpretative planning, and the interpretation and display of collections and buildings across the Ironbridge Gorge Museum Trust
* To develop and manage the onsite temporary and permanent exhibition programme at the Trust
* To lead on gallery updates and the redisplays of galleries
* To have oversight and input into the development and delivery of interpretation across the sites including: site guides and booklets, trails, gallery content and design, first and third person interpretation, costume interpretation, audio/visual interpretation etc.
* To lead on digital content for the Trust to increase accessibility and engagement of new audiences
* To ensure that all interpretative work across the Trust has equality, diversity and inclusion embedded, with particular reference to the Trust’s Equality Action Plan, and which will provide innovative interpretive approaches which prioritise storytelling and active visitor engagement
* To make collections and stories accessible and engaging through a variety of interpretative methods
* To manage delegated budgets for interpretation, display and exhibition programme.
* To work with the collections team and Lifelong Learning Manager (and wider team) to ensure accessible and engaging interpretation and exhibitions are created for a variety of audiences
* To work with the Visitor Engagement team in the implementation of interpretative strategies and plans
* To support the Collections and Learning Director in the development of strategies and plans that relate to interpretation, displays and exhibitions
* To manage, develop and promote the Museum’s Costume Project, Wardrobe Department and costume interpretation across the sites
* To comply with the Museum’s collection and documentation policies and procedures
* To be an effective member of the Museum Management Team, working collaboratively across departments
* To support the Collections and Learning Director in developing an effective academic & curatorial profile for the Museum internationally, nationally, regionally and locally
* To contribute to the Museum’s academic profile by organising and/or contributing to relevant courses and events
* To supervise agreed volunteer programmes and to liaise with the Volunteer Co-ordinator concerning recruitment requirements and role profiles
* To liaise with relevant Managers in ensuring interpretive matters are communicated and that staff, guides and volunteers etc. have appropriate supporting interpretive material and guidance
* To support preparation of agreed funding proposals/ bids
* To comply with the Museum Associations’ Code of Ethics
* To adhere to the Ironbridge Gorge Museums Trust’s Equal Opportunities policy
* To comply with Ironbridge Gorge Museum Trust’s Health and Safety Policies
* Any other duties commensurate with the role.

**Key Relationships:**

The Head of Interpretation will work closely with colleagues across the Trust, but specifically:

* Lifelong Learning Manager
* The Industrial Heritage Support officer for England
* Marketing Manager
* Events staff
* Front of House Supervisors
* Visitor Engagement Manager
* Chief Operating Officer
* Maintenance and Estates team.

**PERSON SPECIFICATION**

**Essential:**

* Degree in a relevant subject; or equivalent experience
* Previous experience of interpreting a museum collection or historic site for a public audience
* Proven communicator with experience of delivering talks/presentations
* Excellent written skills with a demonstrable ability to write interpretation successfully and confidently for a wide range of audiences
* Staff supervisory experience
* Ability to work independently and as part of a team
* Have a flexible attitude towards hours of work, as weekends and out of hours work will be required
* Due to the geographical distance between the museums that Ironbridge Gorge Museum Trust manages access to a vehicle is considered essential, however we are open to the candidate offering a suitable alternative if practical
* Good ICT skills.

**Desirable:**

* Specialist experience such as exhibition planning
* Subject knowledge relevant to IGMT collections
* AMA or a willingness to undertake the AMA
* Experience working with a Designated Collection
* Hold a post-graduate qualification in a relevant subject, or have equivalent relevant experience.

For enquires please contact Nick Booth, Collections and Learning Director: [*nick.booth@ironbridge.org.uk*](mailto:nick.booth@ironbridge.org.uk)

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Director: ……………………………….….... Printed: …………..…………………… Dated: …………….……..

**This Job Description is subject to periodic review.**