

Job Title: Programme Officer



Job Purpose

To support People's History Museum's (PHM) vision of the development of being the 'go to place' for democratic engagement and the home of ideas worth fighting for, through championing, developing and delivering the programme-led approach to exhibitions, learning, engagement and events that are essential for the successful delivery of the museum's 2018-2022 Business Plan.

Responsible to: Programme Manager

Responsible for: Student placements, volunteers

Contract: Two year contract – extension subject to funding

Salary: c. £21,000 Officer Grade 5

Hours of work: 35 hours per week

Key Areas of Responsibility

Programming and Curatorial focus

To support the management and development of the museum's assets and collections and the programme-led approach through:

- Supporting the Head of Collection & Engagement and Programme Manager in developing and implementing the curatorial aspects of programme themes
- Championing and leading on the programme themes
- Developing and delivering the programme in collaboration with all members of the Programme Team
- Working with the Programme Manager, collections, archive and conservation staff to identify and coordinate collections for use in the programme, ensuring enough time for preparation, arrangement of loans and conservation
- Working with the Head of Collections & Engagement, Programme Manager, collections, archive and conservation staff to identify new acquisitions relating to programme themes, particularly where there are gaps in the collections
- Keeping up to date with developments in the museum and heritage sectors and ensuring the museum embraces best practice in response to locally, regionally, nationally and internationally recognised initiatives

Profile and Advocacy

To raise the profile of the museum services, collections and the programme-led approach through:

- Supporting the Head of Collections & Engagement and Programme Manager to develop themes, messages, aims and objectives for the programme themes
- Ensuring programming is in line with the Audience Engagement Plan and target audiences are identified
- Acting as a spokesperson for the museum and delivering talks and presentations
- Maintaining links with relevant external organisations
- Collaborating with the Communications & Marketing Team to develop marketing and communications in line with strategic plans

Resilience

To support the strengthening of the museum's financial stability through:

- Working with the Head of Business Development in securing external funding to support the programme

- Contributing to fundraising linked to the collections, exhibitions and engagement programmes
- Ensuring opportunities for income generation via the programme are identified, developed and maximised
- Working within the programme budget to maximise use of resources

Governance

To support SMT and the Board of Trustees by reporting in relation to programming as appropriate

Engagement

To support the museum's commitment to being relevant and accessible to existing, new and diverse audiences through:

- Working with the Programme Manager and team members to develop, deliver and coordinate all museum events, including programme-themed events and events outside of the theme
- Working with the Programme Manager and the Exhibitions Officer, to develop and deliver exhibitions (including community) linked to the programme theme
- Working with the Programme Manager and Learning Officers to plan and develop formal and informal learning programmes, community engagement, events and outreach provision, linked to the programme theme, to grow existing audiences and increase use by new audiences
- Embedding and implementing the Audience Engagement Plan in all aspects of programming
- Embedding and implementing the Digital Policy & Plan in all aspects of programming
- Supporting members of the Programme Team as directed by the Programme Manager
- Managing and maximising relationships with relevant partners and communities
- Developing and implementing evaluation for each programme
- Experimenting with digital content for each programme
- Delivering gallery tours and visitor surveys as required

Organisational Change

To support the development of a flexible and empowered organisation in which the contribution of staff and volunteers is maximised, and all staff are engaged with PHM's Business Plan through:

- Supporting the Programme Manager in leading meetings
- Ensuring strong communication between the wider Collections & Engagement Team ensuring collections, conservation, learning and archives staff can contribute fully to the development and delivery of the programme
- Working on the other museum site as required and be familiar with the development of the museum, attending and contributing to staff meetings
- Keeping abreast of new technology, particularly computerised systems and being prepared to undertake training
- Contributing to all data systems as appropriate and performing all tasks in compliance with Data Protection and GDPR Regulations
- Supporting all Collections & Engagement team operations as required

General

- To complete other duties commensurate with the level of responsibility
- To perform all tasks in line with the museum's policies, including Equal Opportunities, Environmental and Health and Safety

Person Specification: Programme Officer

Abilities and Experience	Application	Interview
Experience of managing complex projects with numerous partners and stakeholders with a proven ability to work to tight deadlines, manage competing priorities and adapt to changing demands	X	X
Knowledge of developments in co-creation and a passion for working with communities in a museum setting	X	X
Strong IT and digital skills	X	
Experience of working on high profile exhibitions	X	X
Strong event management skills	X	X
Experience of working with diverse audiences	X	X
Strong interest in modern social/political history and current affairs	X	
Excellent verbal and written communication skills, including the ability to write reports and to communicate with, and influence, a wide range of stakeholders including team members, colleagues in other departments and external stakeholders	X	X
Experience of evaluating projects and reporting to funders and stakeholders	X	X
Attainments		
At least one years' paid experience managing complex projects	X	
At least one years' paid experience of community engagement work (experience of co-curation is advantageous)	X	X
At least one years' paid experience of working in a cultural setting; museum, library or theatre etc.	X	
Educated to degree level	X	

Conditions

- Weekly hours to be discussed at interview, but will be worked on a flexi time system
- Time off in lieu will be given for occasional evening and weekend work
- 24 days annual leave, plus bank holidays
- We offer all staff membership of the Greater Manchester Pension Fund

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within our organisation, we would particularly welcome applications from BAME and disabled applicants. All appointments will be made on merit.