**Manchester City Council**

**Role Profile**

**Curator, Grade 6**

**Art Gallery Service, Neighbourhoods Directorate**

**Reports to: Platt Hall Lead**

**Job Family: Technical**

**Key Role Descriptors:**

The role holder will provide a professional, customer focused, specialist technical service which enables the delivery of organisational objectives and provides a high-quality service to customers in line with both internal guidelines, policies and procedures and statutory requirements.

The role holder will support the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions for the assigned service area. They will act as a key member of the team and will ensure high standards of customer service and service delivery.

**Key Role Accountabilities:**

Provide an effective support function for the assigned service area, ensuring that high quality technical and customer services are delivered in line with legislative requirements. Dependent on the service area, this may include maintenance, software / information support, engineering, surveying, curating or other specialist functions.

Assess project / initiative / work package feasibility, paying close attention to procedure and legislation where appropriate and ensuring all work is delivered to a high standard.

Develop successful relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives.

Identify and address relevant issues with assigned work packages and following assessment make recommendations in accordance with service plans, customer requirements or legislative needs. Ensure that work to continuously develop and improve processes is undertaken.

Ensure all work carried out fits within the parameters of service level agreements, using appropriate specialist equipment / software or tools where required in line with safe working practices and health and safety regulations. Maintain effective relationships to ensure the highest standard of service delivery.

Update and extract information from management information systems accurately and competently as required, producing reports and other documentation as required.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role 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 role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role Portfolio:**

**Manchester City Galleries:**

Manchester City Galleries are proudly part of Manchester City Council and belong to the people of Manchester. We believe that creativity can be a powerful force in making a healthy society and achieving positive social change. We meet the needs of Manchester’s varied communities, connecting art and people through exhibitions, engagement and education. Art can expand our knowledge of the world and our sense of place within it.

At our three sites – Manchester Art Gallery, Platt Hall, and our Conservation and Research Centre in Queens Park - we care for a collection of over 50,000 objects including art, craft and design and clothing. In our 200th year, we are taking stock of our collection, working with and for the people of Manchester to shape our future.

We are committed to working in partnership, offering free social spaces and building collaborations with communities, agencies, charities and other council services. We place people at the centre of all that we do, using our resources to make the city a fairer place. This commitment to social justice includes actively working to address the inequalities of class, race, gender, sexuality, age and disability as well as improving our environmental sustainability.

**Platt Hall**

Originally one of six ‘satellite sites’ to Manchester Art Gallery and operating as the Gallery of Costume for much of the 20th century, since 2019 Platt Hall has been on an exciting developmental journey as a space to bring together communities and collections on a hyper-local level. Serving the specific needs of the population of Rusholme, Longsight, Moss Side and Fallowfield who live adjacent to the Hall, the Platt Hall Team brings together learning, curatorial and operational expertise to lead this period of intensive development of the Hall’s use and remit.

**About the Role**:

The Platt Hall Curator works as part of the Platt Hall Team to develop the collections as a dynamic resource, using methods and approaches that support Platt’s development as a site of everyday creativity and wellbeing. The Curator will have a passionate interest in and commitment to the use of collections to spark curiosity and connection. They will also have a strong commitment to social equality and sensitivity to the cultural and socio-economic diversity of the wards around Platt Hall as relevant to the values and working methods of the Platt Hall programme.

They will:

* Develop a working knowledge across the scope of the collections, liaising with subject specialist staff in the Curatorial team as necessary to support community-led approaches to collections research and development.
* Support and enable the safe use of collections across the Platt programme, and lead the development and delivery of specific collections-led projects and interventions.
* Work with the Platt team, Collections Management and Collections Care teams to develop participation in the management and care of the collections as part of a community wellbeing programme.
* Work with the Platt team to develop the heritage spaces inside and outside the Hall to create a place where collections and communities can safely and creatively come together.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication Skills:** Ability to communicate clearly, concisely, accurately and in ways that promote understanding
* **Analytical Skills:** Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken
* **Planning and Organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority
* **Project Management:** Takes responsibility for allocated project tasks and delivers these efficiently. Contributes to the project planning process within a defined project management framework providing required information in a timely manner and identify emerging risks to the project and reports these appropriately**.**
* **Problem Solving and Decision Making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken
* **Creative Skills:** Ability tothink creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.
* **Strategic Thinking:** Understands the importance of organisational strategy and how they contribute to it
* **Research and Intelligence:** Demonstrate the ability to analyse, organise and present research material in an appropriate format.
* **Financial Management:** Numeracy and accuracy skills to handle numbers confidently, collate information and keep accurate and reliable records to help with the monitoring and reviewing of financial resources

**Technical Requirements (Role Specific)**

* Experience of, and commitment to, working collaboratively with communities and collections.
* Experience of working with collections, including collections management systems, collections care and research, and applied knowledge of museum standards and procedures.
* Good general subject knowledge relevant to the scope of the Platt Hall collections.

We are seeking a creative and organised individual with a passion for bringing together communities and object collections, for the new role of Curator at Platt Hall. Platt Hall is an 18th century house and creative neighbourhood space in Platt Fields Park in south Manchester. Part of Manchester Art Gallery, it houses a varied collection including textiles and dress, household objects, homecrafts and handcrafts, toys and games, from Britain and around the world.

You will work with the Platt Hall team to develop and deliver creative approaches to using these collections to support health and wellbeing among residents and communities from the neighbourhoods surrounding the Hall: Rusholme, Moss Side, Fallowfield and Longsight. You will work with colleagues across Manchester Art Gallery including specialist subject curators, conservation and collections management teams to ensure the safety of both objects and people, while also testing new approaches to working with collections and communities, from the housing and display of collections in community spaces to hands-on exploration in workshops and courses, to co-curation projects that expand understanding of the material in our care.

* have good general subject knowledge relevant to the scope of the Platt Hall collections.
* have experience of, and commitment to, working collaboratively with communities and collections.
* have experience of working with collections and a good awareness of museum standards and procedures for collections management and care.
* have excellent communication skills, be a good listener and have the capacity to understand and bring together multiple perspectives.
* be sensitive to the cultural and socio-economic diversity of the wards around Platt Hall and committed to social equality in your working practice.
* be a creative thinker who can find innovative and appropriate approaches to problem-solving, have good administrative and research skills, and be able to organise your own time efficiently.

Platt Hall is an 18th century house in Platt Fields Park in south Manchester. Part of Manchester Art Gallery, it is in currently in development as a cultural and creative space for the communities of Rusholme, Moss Side, Fallowfield and Longsight, with a particular focus on health equality. The building is not open to general visitors, but we have a busy programme of targeted engagement activities. It also houses parts of Manchester Art Gallery’s collections, including textiles and dress, household objects, homecrafts and handcrafts, toys and games, from Britain and around the world.

Working with collections is a core principle of the Platt Hall programme. We are continually looking for creative ways to bring together collections and communities to support belonging and social connection, from the housing and display of objects throughout the engagement spaces in the building, to hands on exploration in workshops and courses, to projects that bring new understandings of the material in our care. The Platt Hall Curator plays an essential role in enabling this to happen, ensuring the collections here remain relevant, active and fit for purpose. They will develop specialist skill in facilitating creative community engagement with collections objects, while also ensuring the safety of both objects and people. They will work closely with the Platt team to support and develop the use of collections within existing programmes, and lead on the development of collections-led projects.

We are seeking someone passionate about creating welcoming creative spaces and activities for early years children and their families. This public facing role based at Manchester Art Gallery and Platt Hall will involve delivering encounters for babies, toddlers and families, that encourage connection between parents and children and boost wellbeing. You will be responsible for sourcing, ordering, preparing and maintaining resources for the programme to ensure an excellent public facing offer for families. A proportion of your time will also include managing administrative tasks for the small team and on occasion you will be required to organise and manage the use of additional support from freelancers and volunteers.

This role will provide an exciting opportunity to be part of the Manchester Art Gallery and Platt Hall Learning Team, working together with the Senior Learning Manager: Early Years and Families and various partners to develop and implement a wide range of activities, projects and programmes for our youngest residents.

The objective of the Early Years and Families programme at Manchester Art Gallery and Platt Hall is to support children and their families to thrive by building cultural capital and confidence through accessible programmes. We aim to achieve this by bringing together multi-agency expertise and skills so we can effectively co-ordinate support and develop new creative services.

This post is based at Platt Hall (1 day) and Manchester Art Gallery (2 days).