



Scottish Fisheries Museum

Boats, fish and folk...

Job Description – Learning and Engagement Officer

- Work type:** Permanent, full-time
- Located at:** Scottish Fisheries Museum
St Ayles, Harbourhead
Anstruther KY10 3AB
- Salary:** on application
- Responsible to:** Curator
- Responsible for:** Volunteer support

Background

The Scottish Fisheries Museum was founded in the old fishing port of Anstruther, at a property known as St Ayles, as a trust and charity in 1969, to collect, record and interpret the history of the fishing industry in Scotland.

The Museum holds collections of over 65,000 artefacts, 74% of which are considered to be of international, UK or Scotland-wide importance and so formally received 'Recognition of National Significance' status in 2007.

The Museum has a small team of paid staff plus significant volunteer support, especially through three clubs, the Boats Club, Model Boat Club and St Ayles Rowing Club.

The Museum has full Accreditation status and is graded a four-star visitor attraction by VisitScotland.

Job Specification

The post-holder will be responsible for:

- realising the full potential of the Recognised Collections as a learning resource
- engaging and inspiring people in the wider community of all ages and interests
- raising awareness of the museum, its collections and programmes through a range of media channels
- working in close partnership with the curatorial team.

Line management would be to the Curator, also working with the Assistant Curators and volunteers.

Main Responsibilities

- To develop, promote, deliver and evaluate a learning programme for all ages, accommodating a range of learning styles
- To develop formal and informal opportunities to engage visitors in museum activities
- To liaise with and support the curatorial staff in delivering exhibitions, events and associated activities to a wide audience
- To encourage and develop a group of volunteers to support, develop and deliver learning activities
- To liaise with schools and deliver educational sessions, both in the museum and as outreach, in line with the Curriculum for Excellence
- To support the Curatorial team in collections management and development
- To deliver the best possible visitor and audience experience

The post-holder must be prepared to:

- undertake any internal or external training as required by the Director of Operations or Curator
- go through the Protection of Vulnerable Groups (PVG) process
- understand and adhere to the Museum and Boats Club Health and Safety policies and Safeguarding policies
- understand and adhere to Museum policies to supervise and manage volunteers and trainees where appropriate

Essential Skills and Competencies

- Excellent communicator and motivator to both adults and young people
- Enthusiastic and outgoing with demonstrable commitment to museum learning
- Knowledge of life-long learning practices
- Excellent organisational and task-completion skills to an agreed work plan and set deadlines
- Ability to work as part of a small team of staff and volunteers
- Confident to liaise with a range of stakeholders including teachers, general public and trustees
- Ability to develop, deliver and evaluate a range of programmes for diverse audiences
- Ability to represent the Museum at meetings and wider partnership initiatives i.e. MGS learning programmes, GEM (Group from Education in Museums), IMS partnership, Fife Museums Forum, school liaison meetings)
- Good IT skills and experience of current communications channels
- Knowledge of basic budgeting and financial management
- Ability to work independently and as part of a team

Desirable Skills and Competencies

- Experience of working within the museum or gallery sector
- Knowledge of collections management procedures
- Interest in industrial history and/or the fishing industry/marine issues
- Teaching skills
- Experience of marketing and events promotion
- Driving licence and access to a car

Qualifications

- Education to good degree level or equivalent
- Teaching qualification, Museum Studies or equivalent

Applications:

Please send a CV and covering letter outlining reasons for applying and which skills you will bring to the post to Linda Fitzpatrick, Curator, (linda@scotfishmuseum.org)

Closing Date: Monday 8th October, 2018 (5pm)

Interviews:

Interviews will be held in the week of **Monday 22nd October, 2018**

Before an appointment can be confirmed, you may be subject to a PVG check

The Scottish Fisheries Museum is committed to equality of opportunity

The Scottish Fisheries Museum is a charity registered in Scotland (No. SCO06185)

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