



Job Description: Museum Enterprise Manager

2 years fixed term

3 days per week - some evening and weekend work required

£36k per annum, (£21.6k pro rata)

Reporting to: Trustees

Overall Purpose of Job:

Reporting to the Board of Trustees, this new role is integral to ensuring the museum's recovery and growth in the coming years. Leading on the delivery of our Business Plan, the Museum Enterprise Manager will take forward our commercial opportunities and lead on income generation, manage our existing relationships and oversee strategic decisions. As a senior member of staff, the Museum Enterprise Manager will have line management responsibility and be a key part of the Management Committee, who together manage the museum day to day operations. Alongside other staff members, this post will also have key holding and Duty Manager responsibility on a rota basis.

Key Responsibilities:

Business & Commercial Development:

- To lead on delivering key income targets, set out in the CMT Business Plan
- To research and identify new events and potential clients for museum hire
- Identify & develop new commercial partnerships
- To develop policies and procedures relating to commercial activity
- To report on business and commercial development to the Board

Partnership Development:

- To act as the lead contact for our on-site commercial partnerships.
- To hold regular meetings to ensure contractual agreements are adhered to, resolving any issues promptly, and managing and associated change on-site
- To act as the liaison between partners and the Board

Museum Operations:

- To work closely with the Management Committee and Treasurer to ensure financial operating procedures are robust and budgets are managed
- To liaise with the Chair of all Board committees on relevant matters ie. finance, collections, technical, H&S.
- To proactively improve procedures and take forward strategic ideas
- To develop volunteer roles required to deliver the Business Plan
- Alongside the wider team, recruit and retain sufficient volunteers to facilitate opening, as well as commercial activity
- Provide Duty Manager and key holding responsibility on a rota basis with other staff members

People Management:

- Member of the Management Cte, which oversees the day to day running of the museum
- To Line Manage the Front of House Team Leader, Community & Education Officer and Administrator
- To provide a bi-monthly report to the Board of Trustees from the Management Committee.

Person Specification:

- Passion, commitment and enthusiasm for places of historic significance, and industrial heritage specifically is desirable
- Experience of managing events; from idea through to delivery
- Experience of supervising/managing people, following HR procedures and developing skills
- Experience of financial administration, working with budgets and understanding charitable financial accounts
- Experience of engaging and working with volunteers
- Experience managing relationships with partners/stakeholders/clients
- A positive and proactive approach to problem solving
- Flexible, adaptable, and a champion of improvement
- Excellent written and verbal communication skills -able to present ideas, report on progress, and listen to colleagues.
- Ability to communicate to a wide range of people and adapt to different settings.
- The ability to develop strong working relationships both internally and externally to achieve common goals is vital.
- Willing to complete any necessary training to fulfil role

Desirable:

- Demonstrable experience of working in a historic site, museum or arts venue
- Experience of commercial partnership building
- First Aid at work certificate

