



Programmes Manager

Advert:

Programmes Manager

Permanent part time role

0.8 FTE with occasional weekend working

Salary: £28,000 pro rata

Are you ready to manage our ambitious and inclusive engagement programme and prove that museums really can change lives?

Drawing on our vision, mission, collection and resources and working with leaders and managers across the organisation as well as external partners, this role will develop and manage a co-created and representative programme of engagement including exhibitions, digital offer, research and community programmes. The post-holder will manage core staff and commission others as projects require.

You will be a key member of a team that understands and loves our museum, has a passion for creating and sharing it with a diverse public and proving the impact our work can have.

The Thackray Museum of Medicine is actively committed to promoting Equality, Inclusion and Diversity. We are a Disability Confident employer and welcome applications from all sections of the community.

Please see our website for further details and application form:

<https://thackraymuseum.co.uk/about-us/work-for-us/>

Meet the team on 19th July: onsite 12.30 – 1.30 or virtually: 2-3pm

Interviews: 29th July

Programmes Manager Job Description

Reports to	Director of Collections and Programme		
Salary	£22,000 per annum		
Benefits and Conditions (overview)	<ul style="list-style-type: none"> • 25 days annual leave entitlement plus 8 statutory holidays • Normal working hours are approx. 37.5 hours per week • Regular weekend working required • Enhanced DBS check required Other terms and conditions in line with the Thackray Museum of Medicine standard Contract of Employment		
Level/Salary Range:	£28k pro rata	Position Type:	0.8 FTE permanent

Job Description

Who we are:

The Thackray Museum of Medicine is a place that inspires people with the passion and purpose of medicine and healthcare, past present and future. We comprise collections, built heritage and a unique community. We're the UK's largest independent medical museum with a collection of over 70,000 objects, books and archives. These are exciting times to join the Museum as it re-opens following a major redevelopment to reinterpret our galleries and improve our visitor experience. The Museum is open to the public 7 days a week, 10am – 5pm. We have 11 new galleries, a café, shop, community engagement hub ('The Core'), Education centre ('The Nerve Centre') and a conference & events facility. You will be a key member of a team that understands and loves our museum and has a passion for sharing it with a diverse public <https://thackraymuseum.co.uk/>

Mission: We use our unique collections and building as a foundation to:

- Inspire people with stories of the motivation, commitment and achievement that drives medical progress.
- Promote communities' and individuals' agency in shaping health, wellbeing and the future of medicine and healthcare.
- Enable people to participate in a public conversation about medicine and health.
- Provide a space in our shared stories for the underrepresented and unheard.
- Provide a focus for researchers, people working in medicine, patients, decision-makers and the public to connect, share ideas, imagine and create a better future.

Primary Purpose of the Role:

Drawing on our vision, mission, collection and resources and working with leaders and managers across the organisation as well as external partners, this role will develop an ambitious, co-created and representative programme of engagement including exhibitions, projects, digital offer, research and community programmes. The post holder will manage core staff and commission others as projects require.

Key tasks and specific responsibilities are set out below together with the necessary or desirable qualifications, skills and experience:

Key tasks and responsibilities	Essential qualifications /experience/ skills / competencies	Desirable qualifications/ experience /skills/ competencies
<p>Work with direct reports (Programmes Curator and Community Co-Producer) and manage commissions and contracts to ensure the development, delivery and evaluation of high-quality exhibition, project, digital and research programmes. Set and implement high quality production standards and produce consistent and useful quantitative and qualitative evaluation data.</p>	<p>A passion for making the history of medicine relevant to a broad audience; Qualification in museum practice or equivalent experience; Experience of managing the development, delivery and evaluation of high quality programmes using collections across a variety of platforms and formats including exhibitions and digital;</p>	<p>Qualification, experience or knowledge of working with medical or science collections; Qualification in heritage interpretation; Experience of collections management standards, procedures and systems.</p>
<p>Build relationships with and manage projects with internal and external partners and a wide range of organisations and individuals. Lead on brokering agreements and managing relationships and timetables. Write, manage and implement agreements with partners and ensure clear, fair and equitable arrangements are made to encourage a diverse range of partners work with us. Work with the Volunteer Co-ordinator to ensure local people, students and other volunteers are included in programme planning and delivery.</p>	<p>Experience of managing projects with partners – preferably across community, academic and commercial organisations</p>	
<p>Manage the small core team of producers and commission freelance producers as necessary, managing recruitment, budgeting and timetabling. Follow our CCD strategy in commissioning a diverse range of producers and creatives.</p>	<p>Ability to manage and work as part of a team</p>	<p>Understanding of Creative Case for Diversity (ACE)</p>

<p>Manage the programme timetable and cross departmental programme meetings, ensuring plans and developments are shared and consulted on across the organisation. Follow TMM procedures and plans to ensure programme concepts are understood and supported across the museum. Ensure every opportunity is taken to integrate programming into TMMs work eg conferencing, café, shop in order to maximise impact and income.</p>	<p>Ability to work flexibly and manage multiple tasks and projects efficiently; IT skills, including MS Office, Excel</p>	
<p>Work with the Director of Collections and Programme to develop engagement strategies and plans - including exhibition, research, community and digital strategies - in line with best practice. Use frameworks such as Inspiring Learning For All, Power to the People, Impact and Insight, 5 Ways to Wellbeing, and WEMWBS to ensure data is comparable with other organisations.</p>	<p>Knowledge of best practice in co-creating programmes</p>	<p>Understanding of the Accreditation standard and CCD; Experience and understanding of developing and delivering research strategies; experience of working with frameworks such as Inspiring Learning For All, Power to the People, Impact and Insight, 5 Ways to Wellbeing, and WEMWBS</p>
<p>Network with, and undertake training by, relevant organisations to ensure local and contemporary relevance, inclusive practice and quality programmes. Including Museum development Yorkshire, MA development programmes, AHI, LAHWN, CHWA, Museum Next, UKMCG</p>	<p>Willing to take part in training and share with colleagues to develop organisational learning</p>	
<p>Work with the Director of Collections and Programme and Director of Development to prepare funding applications and manage</p>	<p>Experience of managing budgets</p>	

ring an awareness of funding opportunities for programming and contribute to applications with an expertise in diverse programme development and commissioning projects.		Experience of fundraising for programme development
Ensure objectives, evaluation, themes, platforms and formats suit our business and audience needs and drive up audience numbers and income.	Awareness of independent museum context;	
Prepare reports for the Exec team and Board committees as required.	Ability to communicate effectively, verbally and in writing	
Work with marketing colleagues to ensure programmes are appropriately and effectively promoted. Meet regularly to agree plans, timetables and tasks to ensure programming promotion has maximum reach and impact.		Experience of promoting programmes
Share widely with peers, partners, media, colleagues: access to, knowledge about, and opportunities to engage with, our collections including at meetings, conferences and in publications.	A passion for making the history of medicine relevant to a broad audience; Ability to communicate effectively, verbally and in writing	
budgets to deliver interpretation, community and other programmes		

ADDITIONAL NOTES

As well as the experience and skills outlined above, we expect all of our employees to uphold the values of the Museum and to be passionate about protecting the good reputation of the Thackray Museum of Medicine.

All employees must be:

- Self-motivated, enthusiastic, and energetic
- Honest, reliable, and flexible
- Organised, confident and assertive

Finally, they must have an excellent standard of personal appearance.

This job description will be reviewed as part of the post holder’s annual appraisal and is not intended to be a complete list of responsibilities.

You may be required to perform other duties within your capacity, commensurate with the general level of responsibility within the organisation.

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Reviewed By:	SM	Date:	05.05.21
Approved By:	NE	Date:	05.05.21
Last Updated By:		Date/Time:	

