

Job Pack: Museum Development Lead

- Contract:** 0.5 FTE, fixed term 12 months with the possibility of extension.
This role is advertised as a salaried position, but we are open to applications from freelancers, consultants and job-shares
- Hours:** Flexible working hours by agreement
- Pay:** £ 22,500 pro rata (£45,000 FTE)
- Reports to:** Chair of Trustees
- Location:** Home-based, with some travel to East London for meetings and events

Closing date for applications: **Sunday 21st May 2023**

Introduction

[East End Women's Museum](#) (EEWM) records, researches, shares and celebrates the stories of East London women, past and present. We are the first dedicated women's museum in England and Wales.

We are looking for an inspirational Museum Development Lead who will drive the next phase of our development. They will reinvigorate our public-facing programme and grow plans for a sustainable future for our work. They will collaborate with a range of partners to challenge traditional ideas of what a museum can be.

As our Museum Development Lead, you will work with a small team of brilliant women: our Trustees and volunteers care deeply about our mission and each other, and we would love you to consider joining us.

More details on our history, our work and the role can be found below.

We will also hold an online information evening that you can attend anonymously to hear more about the role from our trustees and ask questions on a date to be confirmed. For joining details or to ask any questions if you can't attend, please email eastendwomensmuseum@gmail.com in the first instance and we'll get back to you.

About East End Women's Museum

EEWM was established in 2015, the result of a [positive protest](#) against a proposed 'Jack the Ripper' museum. In our eight years of existence, we have operated as a 'pop-up' museum. We have collaborated with community and cultural partners around East London to research and share women's stories through exhibitions, events and digital content. In this time we have reached around 20,000 live audiences and many more online.

Our long-term plans include working to secure a permanent space for a physical museum. In the meantime, we will continue to work off-site and online, engaging audiences in a range of ways.

Our work is guided by our vision, mission and values:

Vision

By making women's histories visible we create a better world: these stories affect us, inspire us, they show us we too are unstoppable.

Mission

To increase representation of East London women past and present. To champion women's contributions, inspire audiences, foster community, and promote equality — and be a catalyst for others to do the same. Through research, programmes and partnerships, we tell local stories with global resonance, enabling the diverse voices of East End women to reverberate across time and space.

Values

We are inclusive, brave, collective, empathetic and accountable.

Inclusive - we spotlight the stories of all women, particularly those underrepresented in historical narratives (including women of Global Majority heritage; disabled women; queer, lesbian, bi and trans women; working-class women; older women; migrant and refugee women; and

women working in the sex industry). We meet audiences where they are at, breaking down barriers to access and working alongside communities in relevant ways.

Brave - we work with courage and imagination, following in the footsteps of the fearless and creative women before us. We're unafraid to take risks, innovate, and lead from the front. We're ambitious beyond our modest size; we make a real difference locally and reach audiences inter/nationally.

Collective - this is a people-powered organisation, in which we know none of us is as strong or smart as all of us. We work together — staff, volunteers, audiences and partners — recognising the expertise and effort of all. With a generosity of spirit, we share what we have and what we've learnt. We reject the traditional, patriarchal approach to history which considers 'great men' above all, but look to value subtle, domestic and shared contributions of women.

Empathetic - from our staff teams to our visitor interactions to the stories we tell, we are sensitive to people's different — sometimes difficult — circumstances and compassionate in our approach. We create evocative, heart-led experiences enabling audiences to better understand and 'feel' others' perspectives.

Accountable - we are accountable to our community, seeking and being responsive to regular feedback. We're honest and transparent with ourselves and between colleagues, partners and audiences. We're reflective and open to change. We 'move at the speed of trust', working hard and intentionally to build and sustain it.

Job Description

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| Role | Museum Development Lead |
| Contract | Part time 0.5 FTE, fixed term 12 months with the possibility of extension subject to funding This role is advertised as a part-time job, but we are open to applications from freelancers, consultants and job-shares |
| Hours | Anticipated to be 2.5 days per week which can be worked flexibly over the contract by agreement |
| Pay | £22,500 pro rata (£45,000 FTE) & 3% employer pension contribution |
| Probationary period | 3 months |
| Notice | 1 week by either party during the probationary period, one month after |
| Holiday | Statutory entitlement plus bank holidays (14 days per year based on a 2.5 day a week contract) |
| Reports to | Chair of Trustees |
| Responsible for | No current direct reports |
| Location | Home-based, with travel to East London for meetings and events, according to the needs of the programme defined by the role holder and Board of Trustees |

Any appointment would be subject to two references, including one recent employment reference, that are satisfactory to the Board, and evidence of the right to work in the UK.

We acknowledge our duty of care towards children and vulnerable adults who may come into contact with us, and as part of this, will also require a Standard DBS certificate.

Tasks and responsibilities

- Contribute to the strategic direction for EEWM, working with the Board of Trustees to meet its charitable objectives
- Lead on research and with stakeholder engagement to find a permanent space
- Develop a dynamic public programme, including exhibitions and events
- Work with the Board of Trustees to fundraise for the public programme and strategic development
- Produce budgets, take responsibility for day-to-day financial management and work with accountant to produce annual accounts
- Sustain and build new relationships with East London communities and a wide range of stakeholders, including the Museum steering group, funding bodies, exhibitors and the wider public
- Prepare and deliver presentations, proposals, and briefs
- Act as an advocate for the Museum, promoting its work and raising its profile
- Line manage any temporary staff contracted to deliver programmes or services

You will be supported by the ten-person Board of Trustees who specialise in museums, fundraising, law, HR and safeguarding and who provide a time commitment of approximately eight hours a month.

Person specification

Essential skills, experience and qualities

- Demonstrable experience devising and leading public-facing work in one or more of the following areas: museums, exhibitions, collections, curation, events, community engagement, participation or production
- A proven track record of developing effective working relationships with a wide range of stakeholders including community groups, funders, researchers, board members, volunteers and audiences
- A proven track record of inspiring advocacy using written and verbal communication and influencing skills
- In-depth understanding of the UK museum sector and where change is needed to ensure its further quality, diversity, inclusion and accessibility.
- Experience of managing and reporting on budgets and cashflow
- A personal commitment to women's history, access, diversity, equity and inclusion
- An inquisitive self-starter with a genuine commitment to collaboration
- An knowledge of or interest in the social history and communities of the East End of London

How to apply

Please send:

- on a maximum of two sides of A4 with your name at the top, or by video application lasting no more than three minutes, please give answers to the following questions:
 - Which of our values most resonate with you and why?
 - We describe EEWM as being a 21st century museum - what motivates you about our mission?
 - What skills and experience can you bring that would be particularly helpful to the role?
 - A key part of this role will be building relationships with a wide variety of stakeholders including volunteers, and collaborative working. What are the main elements of doing this successfully?
- your up-to-date CV
- information about the basis on which you would like to work (your availability, whether you are proposing a job share and whether you are applying as an employee, freelancer or consultant)

to eastendwomensmuseum@gmail.com by **Sunday 21st May 2023**.

Please also complete our EDI monitoring form using [this link](#) The information you provide will be anonymised and separated from your application at the point of receipt and kept strictly confidential. You have the option to 'prefer not to say' for any questions you do not wish to answer.

We are an inclusive organisation and we want everyone to participate in our work. We welcome applications from all communities.

We are anticipating two rounds of interviews - dates will be confirmed in advance on our website.

We will acknowledge receipt of all applications and inform applicants of the outcome.

If you have any questions about the role, please contact eastendwomensmuseum@gmail.com in the first instance and we'll get back to you.

If you need any kind of adjustment in making an application, at interview and/or to the job role because of a disability or caring responsibility, please let us know either in your application or by contacting eastendwomensmuseum@gmail.com in confidence to discuss your needs.

Thanks for your interest, we can't wait to hear from you!