



**THE
BRUNEL
MUSEUM**
THAMES TUNNEL
1825 - 1843

**Interim Director
The Brunel Museum
Job Description and
Person Specification**



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1825 - 1843

Interim Director, The Brunel Museum

Hours: Full-time (six month contract with possibility to extend)

Salary: £41,000 a year (inc)

Role Summary

The Brunel Museum in Rotherhithe is urgently seeking an Interim Director. The successful candidate will put in place the systems and procedures that will ensure the smooth, safe and sustainable operation of the Museum. Importantly he or she will action and oversee the delivery of a ring-fenced 6 month project recently funded by the DCMS/Arts Council Culture Recovery Fund

The job role includes:

1. Reporting directly to the Chair of Trustees and monthly to the Board of Trustees' meetings
2. Delivery and programme management of a multi stranded project recently funded by the DMCS/Arts Council Culture Recovery Fund, to programme and to budget, including an Evaluation Report
3. Maximisation of income, especially through the effective use of the Tunnel Shaft and relationship-building with third-party promoters, event organisers and other potential customers
4. Budget management and business planning
5. Visitor management through staff and volunteers that delivers an experience that exceeds customer expectations
6. Oversight of the Heritage Lottery funded 'The Brunel Museum Reinvented' project and associated fundraising
7. Ensure, with the support of the Finance and Business Administrator, that administrative systems and processes are in place and fit for purpose
8. Oversight of building management functions, with the support of the Finance and Business Administrator, including cleaning, fire safety, security, H&S and routine maintenance and inspections
9. Line management of 3 employees and regular liaison with volunteers, trustees and key stakeholders

The Museum is located in the Engine House adjacent to the historic Tunnel Shaft of the Thames Tunnel. Completed in 1843, the Tunnel was Sir Marc Brunel's most significant achievement. He was helped by his son, Isambard Kingdom Brunel, just embarking on a prolific and famous career.

The Interim Director will lead the Museum as the most senior staff member, overseeing the strategy and operations of the



	<p>site; providing leadership and playing a lead role in driving capital improvements and income generation to promote recovery and growth during and after the COVID19 pandemic.</p>
	<p>Main responsibilities</p> <p>COVID19 Pandemic</p> <ul style="list-style-type: none"> • Lead and ensure the Museum is responding to government guidance issued on the COVID19 pandemic and support staff and volunteers as required, with appropriate external communications and reporting to the Board • Ensure the Museum is safe at all times and in all activities in relation to protecting its visitors and users <p>Delivery of the DMCS/Arts Council Culture Recovery Fund grant</p> <ul style="list-style-type: none"> • Procurement and oversight of the project, responsible for management of the overall budget, programme and cashflow • Direct responsibility for the delivery of at least 4 sub-projects including a large online digital game. • Reporting to the Arts Council as required including a final evaluation report in line with requirements • Publicity and marketing • Appropriate management and delegation of staff and volunteers <p>Custodian of the Museum and its collection</p> <ul style="list-style-type: none"> • Ensure the Brunel Museum continues to meet the standards of the Arts Council England Museum Accreditation scheme. • Ensure that the Engine House (housing the Museum) and the Tunnel Shaft, as historic properties, and the collection are maintained, preserved, managed and interpreted to excellent standards. • Maintain the values, standards and integrity of the organisation, including compliance with legal responsibilities. • Act as duty officer as required. • Where required, be the face and voice of the Museum for media and external communications <p>Driving income generation and fund-raising</p> <ul style="list-style-type: none"> • Oversee and support the work of a new Head of Fundraising with relationship building and 'making the ask' with major donors; trusts and foundations; companies; statutory



	<p>fundere and visitor giving.</p> <ul style="list-style-type: none"> • Drive increases in commercial income from admissions; onsite and online spend (retail) and commercial opportunities (e.g. licensing, special events). • Lead and oversee the management and delivery of all ramifications of event production on site <p>Staff and organisational culture</p> <ul style="list-style-type: none"> • Maintain an organisational culture which attracts, keeps and motivates staff and volunteers. • Lead and inspire the Museum’s staff, through strong internal communication and focusing their work using consultation and collaboration wherever possible. • Ensure that all required HR, Health and Safety and other policies, manuals and procedures are in place. • Support the personal and professional development of staff and volunteers. • Act as the senior staff representative for health & safety at the Museum. <p>Finance and Business Administration Oversight</p> <ul style="list-style-type: none"> • Oversee the work of the Finance and Business Administrator and ensure sound financial transactional processes are in place • Be responsible with trustees for commercial efficiency and growth, preparing budgets for the trust to consider and approve, ensuring the Museum operates within budget guidelines. • Keep trustees informed of the state of the organisation and all important factors influencing it including coordinating the trustees’ Risk Register and reporting on agreed Key Performance Indicators • Be responsible for establishment, change or termination of contracts or contractors’ activity on behalf of the museum. • With trustees ensure that the charity is fully compliant with charitable obligations, law and regulations.
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Person specification

Essential	Desirable
At least 5 years’ experience at a senior management level gained in an arts, museums or cultural heritage sector or other equivalent experience	Educated to degree or postgraduate level in a subject of relevance to the Brunel Museum and the director’s role, or equivalent experience



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Demonstrable experience and skill in delivering ring-fenced projects to tight programmes and budgets and evaluating the results	Experience of delivering one off project and capital project in a museum or cultural setting
Strong interpersonal skills and the ability to operate and network confidently at all levels	Experience or an understanding of working within an historic property
Outstanding written and verbal communication skills including the ability to present to audiences and take forward media opportunities with confidence	An appreciation of and interest in science and engineering and the Brunels.
Strong financial acumen and business management skills and evidence of success in developing, managing, and growing an annual operating budget in challenging circumstances	
Competence in managing museum operations, including personnel matters. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and communities	
Demonstrable experience or sound understanding of collections, historic buildings and heritage management	
An ability to adapt to a changing environment, and think strategically, in addition to a can-do attitude and willingness to do what is required to get the job done.	
Computer literacy in main Microsoft packages i.e. Office 365 suite with added proficiency in programming	

Applying for the post of Interim Director at the Brunel Museum

Please email your CV, a covering letter - explaining why you are applying for the post and how you meet the person specification - and the names of two referees, in an email addressed to: Jane.Stancliffe@thebrunelmuseum.com. Please mark the subject line 'Interim Director Brunel Museum'.



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The closing date for applications is midnight on Friday 30 October 2020

We are not able to accept late applications or respond to unsuccessful ones.

The Brunel Museum, Railway Avenue, London, SE16 4LF

www.thebrunelmuseum.com

Please note that The Brunel Museum is committed to equal opportunities in employment and ensuring that no one is denied opportunities or discriminated against through prejudice or exclusion due to characteristics protected under the Equality Act.

The successful candidate will be subject to an enhanced disclosure from the Disclosure & Barring Service and appropriate references.

Appendix 1

The Brunel Museum's Charitable Objects:

1. To preserve and encourage the preservation for the public benefit of the Engine House situated in Rotherhithe Street, Greater London and the precincts thereof by such means as may be necessary.
2. To educate the public in the appreciation of the engineering works of Marc and Isambard Brunel, particularly the construction of the Thames Tunnel, and to publish and catalogue, leaflet or other material in connection herewith; and
3. To provide a recreational facility for local residents and for the public at large at Rotherhithe and, subject thereto, to generally enhance the surrounding conservation area.

The Brunel Museum's 6 Strategic Aims 2019- 2024:

1. We will put place-making at the heart of Brunel's London story.
2. We will interpret broadly the many stories of our buildings and our collection.
3. We will bring more people to Brunel's story and legacy.
4. We will help to inspire a new generation of engineers.
5. We will encourage growth and sustainability through commercial prowess.
6. We will ensure effective governance and administration.