



Job Description

Job Title: Curator and Librarian – Winchester Cathedral

Department: Canon Chancellor's Department

Reports to: The Vice-Dean and Canon Chancellor

Role Requirement: Safeguarding Training CO

Background:

Winchester Cathedral has been at the heart of a vibrant community for nearly 1000 years. Today, the Cathedral welcomes more than 300,000 visitors and pilgrims each year. They come to share in our daily worship and hear our world-class choir, to enjoy the wonderful setting, stunning architecture, priceless treasures and to attend our extensive programme of events.

Winchester Cathedral is called to renew, inspire and unite people in faith, hope and love. We seek to live by our values of openness, excellence and kindness in all that we do.

The role of the Curator and Librarian is to ensure that the Cathedral's collection of historic artefacts, books and manuscripts are kept and conserved to the highest professional standards, and that they are made attractive and accessible to as wide an audience as possible, both within the Cathedral and externally.

The collection includes the 12th Century Winchester Bible, a fine collection of medieval sculpture, and 15th and 16th Century mortuary chests and their contents. All these are included in the award-winning exhibition opened in 2109, *Kings and Scribes: The Birth of a Nation*. The Curator has prime responsibility for developing the heritage offer from this exhibition, and will work in partnership with the Hampshire Cultural Trust and other heritage networks.

Though placed in the Canon Chancellors' learning team, the Curator will often work with the Chief Operating Officer, who manages relationship with the Hampshire Record Office and the Cathedral Archaeologist. Under the advice of the Fabric Advisory Committee the Curator will also provide professional museum standards of documentation, display, storage and conservation for the artefacts in the Cathedral collections.

The Curator will have some support from the Learning Officer; our hope is that, with her help and that of volunteers, the Curator will be able to move the Cathedral's collection towards accreditation by the Arts Council.

Principle Duties:

- To document and care for the Cathedral's historical artefacts, books and manuscripts within the terms laid down by the Cathedrals Measure 1990
- Maintaining and developing the Inventory and the Library Catalogues in the AdLib collections management system
- Ensuring that the Cathedral collections are displayed and stored in secure conditions, both environmental and physical, monitoring these conditions and reviewing the policies and strategies that protect them, especially the Collections and Salvage Plans
- Advising on and arranging for the care, cleaning and conservation of all artefacts, and when appropriate, on the fabric of the cathedral (Morley Library, care of metalwork, and wood and tile floors), and drawing up priority lists for treatment
- Liaising with the Chief Operating Officer, Chief Finance Officer and the Head of Fundraising to apply for funds for conservation
- Carrying out minor conservation treatments, as appropriate and as advised by conservators
- Recruiting, training and managing volunteers to help with the cleaning, cataloguing and maintenance of the collections, libraries and stores, including short-term student placements
- Arranging the digitisation of manuscripts to preserve them from handling, as funding permits
- Arranging the deaccessioning and disposal of redundant books and artefacts not relevant to the collection as defined by the Collections Plan, with the agreement of Fabric Advisory Committee

- To develop the use of the artefacts, books and manuscripts to promote awareness, knowledge and understanding of the Cathedral's life and mission
 - Maintaining the Kings and Scribes exhibition and leading its heritage outreach, in collaboration with other members of staff
 - Developing the interpretation of the Cathedral's life and mission through exhibitions, displays, trails and handling collections in collaboration with external partners
 - Promoting intellectual and physical access to the collections through talks and workshops, in person and through online resources and social media
 - Acquiring both historic and contemporary material, subject to funding by the Dean and Chapter or other organisations and in accordance with the Cathedral's Acquisition and Disposal Policy
 - Maintaining loan agreements for items on long-term loan, both from and to the cathedral. Arranging short-term loans to external exhibitions and obtaining CFCE permissions where required. Ensuring high standards of security, transport, handling and display methods for internal and external loans
 - Responding to public enquiries relating to the collections. Redirecting other enquiries to the Hampshire Record Office online catalogue, Cathedral Archaeologist and specialist Guides as appropriate
 - Arranging for the collections to be available for research to the Dean and Chapter, *bona fide* researchers and students
 - Administering the use for publication of material belonging to the Dean and Chapter, ensuring due acknowledgement and payment of reproduction and copyright fees
 - Assisting with regular reviews and revisions of the Collections Plan

- Any other tasks that may be necessary to ensure the successful operation of the department.

PERSON SPECIFICATION	Essential	Desirable
Qualifications:		
A degree in a relevant subject	E	
AMA (Associate of the Museums Association) or postgraduate qualification in museum studies desirable		D
Experience/Knowledge and skills:		
Significant relevant experience within the collections care department of a public art gallery, museum or historic building, including knowledge of environmental control	E	
Good working professional knowledge and understanding of collections management, including museum/gallery documentation policies and standards (Spectrum) and experience in using a collections management database	E	
Experience of working creatively within a team, and in collaboration with other bodies and networks to maximise the heritage offer	E	
Proven experience of research on historic/museum collections and of making this attractive and accessible to a wide range of audiences	E	
Excellent communication skills both written and oral, with the ability to convey complex messages clearly, concisely and effectively	E	
Competence in social media	E	
Experience with recruiting, directing and supervising volunteers	E	
Organised, methodical and resourceful - experienced in managing your own time and workload, working to deadlines and handling multiple priorities.	E	
Empathy for the vision, mission and values of the Cathedral	E	
Commitment towards Safeguarding, Equality, Diversity and Inclusion	E	
Experienced in IT including MS Office	E	

Hours of Work

30 hours, 4 days a week

To include some weekends, Bank Holidays and evenings.

The role will be subject to a 3-month probationary period.