



Manor House, Church Street, Littlehampton, West Sussex BN17 5EW
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Museum Curator

37 hours per week (Tuesday to Saturday)
NJC Scale 6 Spinal Column Point 18-22
Starting salary £24,313 per annum (pay award pending)

Littlehampton Town Council is looking for a highly motivated and enthusiastic Museum professional to lead our small team and develop the Town Museum Service at an exciting time. Having recently approved an ambitious Forward Plan we now need someone with a passion for heritage and community engagement to focus on its delivery.

Littlehampton Museum is a popular accredited visitor attraction and home to a varied collection of local artefacts all housed on the ground floor of the Grade II Listed Manor House. Using your extensive experience of collections management systems and procedures, you will be responsible for the care, conservation and interpretation of this Collection, maintenance of accreditation and delivery of the Forward Plan. You will also have ideas on re-engaging with the community in the post pandemic world and nurturing a dedicated volunteer force.

This is a public facing service so familiarity of working in a museum, or a similar environment is vital, as are excellent communication skills. You will also need to have good time management skills, be able to work on your own initiative and be confident assisting members of the public. A postgraduate museum qualification or equivalent demonstratable experience is essential. Experience of successful project management and securing external grant funding is also desirable.

The Town Council is an Equal Opportunities Employer committed to the further development of this important and valued Service for the benefit of visitors and residents alike.

If you are interested in applying and would like to discuss the role please contact Juliet Harris, Assistant Town Clerk at Littlehampton Town Council on 01903 732063.

The full job description and person specification for this role is available at www.littlehampton-tc.gov.uk where the application form can also be downloaded.

This a re-advertisement therefore previous applicants need not apply. Only completed application forms will be considered for this position and applicants invited for interview will be contacted.

Closing date: 5pm Monday 25th October 2021
Proposed interview date: Friday 29th October 2021
Proposed start date: As soon as possible