



House and Collections Officer – Full time - 37.5 hours per week £30,000
(Requests for 0.8FTE will be considered although on-site weekend working is required for this role)

Sulgrave Manor Trust

The Trust owns, maintains and operates Sulgrave Manor as a heritage visitor attraction. The Tudor Manor was built in 1539 by Lawrence Washington, direct ancestor of George Washington, America's first President. Saved from ruin in 1921 it was opened as a visitor attraction and as a symbol of the friendship between the UK and USA. Today we welcome day visitors, private and group tours, school groups and host related public events and functions celebrating the history of the house and its importance in international relations.

Purpose of Job

We are looking for an enthusiastic and experienced House and Collections Officer to join our team. You will be responsible for the care and presentation of the house, its interiors and collection, and will assist in the planning and implementation of collections care and management plans. You will work to deliver an engaging visitor experience that is in keeping with Sulgrave Manor's historic atmosphere and core purpose.

Reports to: CEO and working closely with our Curator as part of the Management Team

Main responsibilities

Care & collections management:

- You will ensure plans are in place and implemented to protect and maintain the house and its collection
- You will identify and manage risks to the house and collection
- You will supervise and participate in preventive conservation and cleaning within the house
- You will be responsible for managing routine and deep-cleaning programmes
- You will uphold environmental control, monitoring and mitigating deterioration and maintaining collection equipment and materials
- You will help ensure our collections management practice meets agreed standards

Develop knowledge:

- You will collect and accurately record information in order to increase our understanding of the house, its collection and history, helping to improve how we conserve, interpret and present the house and collection
- You will communicate information gathered during cleaning and care routines to contribute to our understanding of the house and its collection, and to help inform preventive conservation activities.
- You will assist in the maintenance of collection records to ensure they are up-to-date and are an accurate record of the house and its contents.

Deliver excellent visitor experience:

- You will engage with visitors about the essential role of collections care and conservation, explaining practices and approaches.
- You will help engage visitors with our curatorial research and conservation work You will support marketing by writing copy for the Trust's website social media to promote our collections.

Operational Management:

- Membership of the Management Team.
- You will recruit, train and supervise volunteers supporting collections and archive work.
- You will act as Duty Manager, taking an equal share of the Sunday and Bank Holiday cover (1 in 5 from Apr- Sep). There may also be occasional weekend/evening events, which will require a more flexible work pattern.
- You will act as a key holder, be accountable for the security of the site.
- You will prepare and maintain records for Health and Safety requirements including induction & training for new staff and volunteers.
- You will promote 'green museum' guidelines and protocols, where possible, to reduce environmental footprint and reduce energy consumption.

Person Specification

Knowledge, skills and experience:

Essential:

- Degree in relevant field and/or operational experience in historic properties
- Awareness of Museum Accreditation and documentation standards
- Excellent attention to detail and presentation standards
- Good understanding of preventive conservation and awareness of when to escalate issues
- Knowledge of collections management and care in historic properties
- Good written and verbal communication skills
- Flexible approach, able to multi-task and work in collaboration with colleagues across the site

Desirable:

- Knowledge of Health and Safety, compliance and emergency procedures relevant to historic buildings and collections
- Willing to contribute to original or imaginative ways to make elements of the collections or house that are difficult to reach accessible to all visitors
- Knowledge of visitor experience principles and approaches to optimising visitor enjoyment
- Experience of working with volunteers, and a good understanding of the different approaches needed to reward, recognise and motivate volunteers

For more information please email enquiries@sulgravemanor.org.uk.

To apply, please send a CV (no more than 2 sides of A4) and covering letter outlining how your skills meet the requirements for this role to gabriella.delarosa@sulgravemanor.org.uk.

Last date for applications: 9.00am 6th January 2025. Please note applications will be assessed on receipt and a candidate may be appointed prior to this date, so early applications are advised.