

## APPENDIX B

### Denny Farm Museum report from Cllr Peter Johnson September 2014

I have attached some documents from the AGM held on 23<sup>rd</sup> July, Jane Williamson was re-elected as Chair and William Henderson appointed as Vice-Chair. It was decided to retain Staffords as examiners but go for quotes to see if a better deal can be obtained.

We have had some good news with the café being over budget on income, admissions are up as well with an increase in group visits. The shop income is down though and this is thought to be the result of some of the stock being outdated, but this is being looked at.

There is still a vacancy for a trustee but this is being actively being progressed.

If the HLF bid is successful visitor numbers are expected to increase from 11,000 to 30,000 p.a.

Our next meeting is on the 10<sup>th</sup> September and the report from this meeting will be sent through in due course.

Dear Farmland Museum Trustees

This is to remind you that there is a meeting on Wed 10<sup>th</sup> September at 10.00am

The main agenda items are

1. Approving policies for Accreditation
2. Approving the accounts for 2013
3. Financial report for 2014 so far if figures are available
4. Brief verbal update from Ann Wise on the summer season.

### Job Description – Assistant Curator, Farmland Museum and Denny Abbey

The Farmland Museum is an independent rural museum situated midway between Cambridge and Ely. It shares its attractive site, once a farmyard, with Denny Abbey, an important medieval property in the care of English Heritage, managed by the Museum under a Local Management Agreement. The Museum has a small but committed team of trustees, staff and volunteers, supported by a Friends' group.

The well-managed collections reflect the life and work of the people of rural Cambridgeshire and Fenland, with particular strengths in the agricultural and horticultural equipment specific to the area. The Museum is a member of the Association of Independent Museums, the Cambridgeshire Museums' Advisory Partnership and the Rural Life Museums Network.

There is an active programme of events, workshops and activities for all ages, mainly at weekends and in the holidays.

We are going through a period of change and seek an Assistant Curator with a 'can-do' attitude and a willingness to muck-in to manage and develop the Farmland Museum & Denny Abbey's agricultural and social history collections.

The post holder will help take the Museum forward to its next stage of development.

For information about the Museum visit [www.farmlandmuseum.org.uk](http://www.farmlandmuseum.org.uk)

## **Job Description**

### **Collection Management**

- responsible for all aspects of the collection including – acquisition, cataloguing, storage and display and ensure that The Farmland Museum complies with all relevant legislation including best practice guidance and the Accreditation Standard
- maintain all records relating to the collection and keep them up to date – including history files, loans out, and movement
- ensure all correspondence, including email enquiries, relating to the collection is up to date
- plan and deliver temporary exhibitions around the site including the Exhibition Gallery and cafe using the museum's collections to engage a variety of audiences
- develop temporary exhibitions with external partners including museums, artists, local community groups, private collectors etc
- participate in external partnership projects that help raise the museum's profile and increase access to the collections
- manage the conservation and restoration of objects within the collection – identify and apply for external funding when possible
- ensure that the Thermo hygrograph papers and insect traps are regularly changed and records are kept up to date
- identify tasks and plan projects for volunteers to undertake
- work with the Education Officer to promote formal and informal learning opportunities using the collection
- work with the Manager to identify commercial opportunities to generate income using the collection

### **Site Management**

- monitor the internal and external condition of all buildings
- identify and manage any maintenance tasks that can be undertaken by volunteers
- in consultation with the Manager and trustees identify work that needs to be done by external contractors and liaise accordingly with contractors, English Heritage etc
- during the closed season be responsible for the weekly Fire Alarms check

### **Events and marketing**

- with the Manager and Education Officer help plan and manage an annual programme of events including workshops and children's activities.
- take responsibility for organising the Easter weekend event and one other event each year.
- organise and manage Living History days
- identify opportunities for volunteers to participate in and/or manage events
- help at events and children's activities when needed
- with the Manager and Education Officer design posters and leaflets to promote events
- identify marketing opportunities for the Farmland Museum
- in the absence of the Manager proof read booked adverts
- contribute to the update of the museum's website and Facebook pages
- contribute to the Friends of the Farmland Museum's quarterly newsletter to raise awareness of the museum's collections.

## **Volunteers**

- manage volunteers working with the collection and around the site – especially but not exclusively on Wednesdays
- take the lead role in the two major volunteer days in Spring and Winter to prepare museum for opening and closure
- regularly update the volunteers' task list and ensure work is done to a high standard and that any expenses are kept to a minimum
- enlist existing volunteers to help with specific events or projects – identify and provide training where appropriate
- identify new volunteer opportunities and with the Manager take an active role in recruitment, induction and training

## **Additional tasks**

- ensure all administration procedures are followed
- participate in any group visit – schools or adults – when required
- help with the induction of new staff when required – in particular key management and opening/closing of buildings and displays.
- to provide trustees and Manager with a quarterly report covering - enquiries, new acquisitions, current projects, grant applications, attendance at external meetings, training.
- provide holiday cover/ emergency cover for the Visitor Services Assistants when required
- make sure that all Farmland Museum policies are followed including Child Protection, Health and Safety, and Equal Opportunities
- sustain good relationships with external partners and stakeholders particularly English Heritage attending any internal or external meetings when required
- contribute to any development plans for the museum  
any other tasks as reasonably required by the Manager.
- deputise for the Manager as and when required

## **Qualifications, experience and personal skills:**

We will expect you to be an enthusiastic and confident with excellent interpersonal and telephone skills.

You will need to be flexible in your approach to working in a small team and have excellent time management skills.

This post requires an enhanced DBS check.

## **Essential requirements:**

- Education to degree level or equivalent
- Good grammatical English and good oral and written communication skills.
- Demonstrable computer skills and ability to manage information systematically and accurately.
- Ability to follow procedures consistently.
- Ability to manage a number of tasks concurrently and to be able to function with limited supervision.
- Demonstrable interest in the work of museums.
- Ability to prioritise conflicting demands
- Ability to work successfully in teams
- Ability to work flexibly and adapt to change
- Proven experience of managing volunteers

- Full driving licence and own transport

**Desirable requirements:**

- Practical knowledge of work in a museum.
- Interest in the history and development of agricultural machinery
- Knowledge of collections management including use of MODES.
- Experience of giving tours, talks and presentations.

**Conditions of service:**

This is a permanent part-time position conditional on a satisfactory review after six months. Hours of work are ..... per week Weekend and Bank Holiday, and occasional evening working will be required with time of in lieu.

Possible additional hours may be paid if required to cover Visitor Services Assistants at peak operating times.

The post is subject to 1 month's notice.

**How to Apply:**

Please submit a completed application form and a covering letter explaining why you would like to work at the Farmland Museum & Denny Abbey.

Closing date for applications: Tuesday 5 August 2014 at midnight

Interviews will take place on Monday 18 August 2014

If posting please mark your envelope as 'confidential' and send to:

Ann Wise, Museum Manager  
Farmland Museum & Denny Abbey  
Ely Road, Waterbeach, Cambridgeshire CB25 9PQ  
Or email: [info@farmlandmuseum.org.uk](mailto:info@farmlandmuseum.org.uk)

**Cllr Peter Johnson**