



BUCKS COUNTY MUSEUM

Bucks Heroes Programme Manager – Bucks County Museum Trust

Salary : We are happy to receive applications for employee status OR freelance tender document bids to deliver the remainder of this role :

Employment : £25,975 per annum + 5% pension over 2 years and 5 months

Hours of Work : 37 hours per week - flexible working required including weekends and evenings as necessary to deliver the role

Freelance : £77,900 for remainder of contract of 2 years and 5 months, including all expenses, travel and VAT. If freelance, applicant will need to outline their proposed day rate and time allocation to the contract, outlining how they intend to fulfil the role. There is a small events budget of £13000 to pay for some on site delivery during this time.

Fixed Term Contract : June 2021 - autumn 2023 (2 years, 5 months)

Employee / Freelance Contractor reporting to : Museum Director

Funder : National Lottery Heritage Fund

Start Date : June or ideally late May for hand over with present post holder

Place of Work : Based at Bucks County Museum in Church Street, Aylesbury but with the need to work occasionally at the Halton Resource Centre, Wendover around 20 minutes away from the Museum by car or train, where the main collections and curatorial staff are based or in community locations as part of the role delivery. **This is not a role that can be delivered just through home working and will require the post holder to be on site for events and exhibitions and on gallery interpretation during this period.**

Job Description

At Bucks County Museum, we are creating new galleries that represent our local people and landscapes, which will tell the stories of communities then and now using our collections. We have secured National Lottery Heritage Fund investment over 3 years to deliver a project celebrating Bucks Heroes, which will enhance the content of, and provide animation for, our new Bucks People gallery. 'Bucks Heroes' will collate, curate and share representative, and often hidden, content from a broad range of community groups and individuals, enhancing our collections and the stories we tell. This project will co-create and deliver innovative interpretation and events to animate the new galleries on the theme of 'everyday heroes'. Through Bucks Heroes we aim to collect, include and celebrate hidden stories of extraordinary deeds from across our communities in different ways, linking to our collective heritage and story of the county. The project also includes the creation of a flexible learning space and resources situated next to the new galleries to support schools, communities and visitor programmes.



BUCKS COUNTY MUSEUM

We are seeking a Programme Manager who can work with people from different backgrounds to weave together stories, shape narratives, draw out the unusual or astounding and celebrate everyday heroes through a range of interpretation methods and events. Delivery will include new displays and a temporary exhibition alongside a programme of events, performance, learning activities, creative and digital interpretation and engagement co-created with staff, volunteers and communities. We aim to collect 100 new stories and 100 new objects over the course of Bucks Heroes, and require a Programme Manager capable of finding engaging, intriguing and inspiring ways to share and celebrate these discoveries with the public.

The content collected through this project will help ensure that the redevelopment of our permanent galleries is more representative; telling an inclusive story of Bucks and our communities, which will transform the Museum offer. The project will deliver a programme of engagement designed to share and celebrate the stories of communities and individuals in innovative ways and enrich our Museum, with the aim of building sustained relationships and ongoing community co-production that will shape the Museum into the future.

Bucks Museum is looking for a Programme Manager with experience of managing and delivering projects and activities with different communities and fantastic people skills to develop an inspiring and celebratory Bucks Heroes programme. Responsibilities include:

- To act as Programme/Project Manager for the Bucks Heroes project ensuring delivery of the project outputs and outcomes on time and within the agreed timescales and budgets
- To build and lead on the project Activity Plan – shaping and delivering an exciting and innovative programme to discover and celebrate Bucks Heroes, whilst also managing appropriate resources and working with staff, volunteers and communities
- To collect 100 stories and 100 objects over the life of the project from communities and individuals on the theme of everyday heroes that enhance the story we tell of Bucks people
- To plan and deliver Bucks Heroes exhibition in 2023 co-created with the local community and including the 100 stories and 100 objects
- To work with people from different backgrounds to weave together stories, shape narratives and draw out the unusual/astounding to co-create an innovative programme of creative engagement and interpretation for the new galleries inspired by these stories and objects
- To work closely with key staff at Bucks Museum: Social History Curator, Creative Learning and Engagement Manager and Community Outreach Officer to develop the programme and deliver the outcomes
- To work closely with staff to plan and deliver our new flexible visitor space for schools, communities and families and design and deliver self-guided activities for the flexible learning space based on community objects and stories
- To work with Omnes Interactive IT company to deliver an App sharing Bucks Hero stories and objects created by young people, and to promote the App widely (*students have created work already and this is being converted to AR by Omnes Interactive*)
- To recruit, manage and arrange training for new volunteers particularly from local communities to engage with delivery of the project activities and to sustain the project beyond the completion date
- To agree and deliver training for staff and volunteers necessary to deliver the project



BUCKS COUNTY MUSEUM

- Work with Marketing Officer to promote project activities and facilitate digital engagement with Bucks Hero stories
- Implement the evaluation plans for the project working with consultant and other staff as necessary record delivery, and a range of relevant data through a variety of methods
- Provide regular quarterly reports and updates for National Lottery Heritage Fund as needed, facilitating Grants Officer monitoring visits and submitting quarterly claims for the grant
- To manage the project budget efficiently to ensure cost effectiveness and adherence to the Museum and National Lottery Heritage Fund Procurement Policies
- Complete Bucks People photography commissioning project for portraits of Bucks people to go in new gallery on A1 digital screens
- Share lessons learnt with other museum professionals through networks and via the Museum Development Officer for this region

Person Specification

- Experience of programming events, activities, creative interpretation and innovative engagement inspired by heritage content
- Excellent project management and organisational skills
- Administrative skills including the management of interviews, meetings, procurement and effective communication
- Excellent budgeting skills
- Experience of co-ordinating and shaping heritage projects and activities with a range of different communities and external suppliers and partners
- Experience of working on National Lottery Heritage Funded projects and delivering a multi-year heritage-focussed funded project
- Excellent creative and innovation skills and experience from heritage or the arts in the context of heritage programmes
- Experience of building and developing good working relationships and creating trust with staff, volunteers and participants from different communities
- Commitment to Equality and Diversity
- A commitment to, and good understanding of access and social inclusion
- Excellent interpersonal, communication and listening skills, and ability to work with people from a wide range of different backgrounds and communities in a sensitive and appropriate manner
- Experience of working in museums or heritage settings and an understanding of museum collections and exhibition processes, as well as learning and visitor services operations
- Experience of recruiting and working with / supervising volunteers and a good understanding of their role and value to sustainable heritage engagement
- Experience of creating, organising and running events and family activities
- Experience of delivering evaluation for events and activities / projects
- A sound understanding of a range of social and community cohesion principles and potential areas of conflict
- Excellent use of Social Media for interpretation and promotion, and good use of MS Word including Word, Excel, Publisher and PPT
- Excellent written skills and ability to produce formal reports
- High levels of personal motivation and ability to work alone
- Excellent time management skills



BUCKS COUNTY MUSEUM

- Good sense of humour
- Car owner an advantage

Deadline for Applications : Monday 26 April at 9 am

Interviews : Thursday 29 April 2021 – these may take place on zoom and this will depend on the situation and restrictions at the time.

Application Form available on Museum web site vacancies page :

<https://www.buckscountymuseum.org/museum/about-the-museum/vacancies/>

Please email completed application form or your own tender document to

director@buckscountymuseum.org.

NO POSTAL APPLICATIONS WILL BE ACCEPTED.