



Almond Valley Heritage Trust

Curator – Almond Valley Heritage Centre

Reporting to:	Director
Contract:	Permanent, Part time
Hours:	Equivalent of 24 hrs. per week
Salary:	£20,405 pro rata (FTE £34,000) Real Living Wage
Location:	Livingston (West Lothian)

Almond Valley Heritage Trust is a charity with a mission to promote, celebrate and preserve the heritage and environment of West Lothian for future generations. The Trust operates the Almond Valley Heritage Centre; a family-friendly visitor destination based in the historic surroundings of Livingston Mill, which features a farm and a range of imaginative play facilities. It is also home to the museum of the Scottish Shale Oil Industry.

Our museum collection is recognised as being of national importance to Scotland. It illustrates the fascinating history of Scotland's shale oil industry, tells stories of the communities that served it, and reveals the impact of this pioneering enterprise on oil trade throughout the world.

Almond Valley welcomes family visitors from throughout Scotland, offering brilliant opportunities to engage a broad popular audience in tales of our industrial heritage and social history, whilst also exploring forward facing perspectives on climate change. We're constantly imagining new ways of engaging children and families in experiences that spark interest, stimulate the imagination, promote understanding and inspire the next generation

The resources of the museum collection and our extensive archives are also shared online through our virtual museum presence (www.scottishshale.co.uk), providing a rich resource for researchers and family historians, and serving a specialist community of interest who may never be able to visit Almond Valley in person.

This is an exciting period for the Trust, as we look forward to broadening and deepening engagement in heritage and conservation through an expanding programme of events/exhibitions and learning.

Role of the Curator

The Curator's principal concern is for the collection. They will ensure that proper practices and standards are maintained in the care and development of the collection that meet or exceed the requirements of Museum Accreditation, and the additional responsibilities placed on an institution that holds a Recognised collection. They will develop subject-specialist knowledge related to the collection and the heritage that it represents, and promote wider research and scholarship.

The Curator will lead and support a team of museum volunteers involved in digitisation, transcription, historical research, and other digital content creation to serve the museum's virtual

presence and social media engagement. In the future, volunteer participation might be extended to support a broader range of museum functions including public-facing duties.

Working closely with the Learning & Engagement Manager, they will lead on interpretation and storytelling throughout the Museum. They will also advise on the design, planning and implementation of events and wider engagement activities, including our educational programme, ensuring that heritage themes are woven into the wider visitor experience.

The key responsibilities of the Curator will include:

- Management, care and development of our museum collection and associated archives, including their documentation and conservation.
- Management and development of displays, exhibitions, and other interpretation within the shale oil museum, and of all other areas where accessioned objects are displayed or stored.
- Ongoing development and implementation of our Museum Forward Plan and of other museum policies in line with the Museum Accreditation standards.
- Management and continued development of the museum's virtual presence; www.scottishshale.co.uk, and the programmes of research, recording and content creation that support it.
- Management and development of our museum volunteer team, including oversight of recruitment, training and mentoring; the definition of duties, tasks and roles, and the coordination of work programmes.
- Collaboration with the Learning and Engagement Manager, and other team members, in the design and realisation of interpretation, events, and engagement activities and resources throughout the site, drawing inspiration from our collections.
- Contribution towards the creation of social media content and other public communication on behalf of the Trust.
- Champion our role as a museum and its contribution to the visitor experience, and advise on matters of museum policy and practice.
- Maintaining the profile of Almond Valley's museum activities, cultivating relationships across the sector, and representing the Trust's interests as required.
- Work with the Director in the development of relevant projects, compilation of relevant grant applications or other fundraising, and in relevant matters of the Trust's public profile.

Essential Skills

- A museum professional with at least three years' employment experience in a curatorial role, with practical responsibility for the care and management of collections.
- Excellent knowledge and experience of current best practice within the museum sector
- An excellent communicator, able to engage with diverse people and skilled in articulating complex narratives in an engaging and digestible manner
- A broad digital competency, with experience of content managed websites, digitisation practices, and the processing of digital images.

- Experience of working with volunteers.

Desirable Skills

- An interest and insight into industrial heritage, or areas such as social or family history.
- An understanding of theories and practices of learning, and appropriate experience in the techniques of engagement and interpretation.
- Awareness of best practice in the area of access and inclusion.

Personal Skills

- A passion and commitment to placing inspirational curatorship front and centre, deepening engagement and encouraging a shared understanding of the value and relevance of our heritage.
- A creative thinker, happy to find their own path and devise imaginative solutions to any problems they may encounter
- A strong team player with strong listening skills and an approachable manner

The working pattern for this role is subject to mutual agreement, although we anticipate that it will largely be Monday to Friday, most likely following a regular pattern. The post will be based at Almond Valley Heritage Centre

Holiday allocation:

- 32 days per annum including bank holidays (pro rata for part time staff)

Pension:

- Automatically enrol team members into our workplace pension operated by Royal London

Workforce Benefits:

- Free on site car parking
- Staff Pass provides access to the site for free.
- ASVA Card Access, Team members have access to The Association of Scottish Visitor Attractions card which allows free entry to a huge range of visitor attractions throughout Scotland.
- Discount in the tearoom and gift shop

Closing Date: Midnight, 26th July 2024

Interviews will be held the week commencing: 29th July 2024

TO APPLY – please email us at jobs@almondvalley.co.uk with a full CV, and a covering letter demonstrating your suitability for the role.

If you have any questions or wish to discuss the role further in advance of submitting an application please email director@almondvalley.co.uk

If you have any queries or would like to discuss an application in an alternative format please email jobs@almondvalley.co.uk

Equality and Diversity Commitment

Almond Valley is an equal opportunities employer. We are committed to offering equal opportunity for all and to providing employees with a work environment free of discrimination and harassment and are working hard to create a space in which people from all walks of life see themselves.

We are committed to increasing the diversity of our team and encourage applications from people currently under-represented groups, targeting in particular people of the Global Majority and Deaf or disabled applicants.