



Bingham  
Library Trust

## Curatorial Advisor – Research and Publications

### Role Description and Person Specification

(10 days per annum @ £260 per day – one-year fixed term contract up to 31<sup>st</sup> December 2022, with an option to extend up to 31<sup>st</sup> December 2025; whilst the role is advertised on a consultancy basis the Trust can consider requests for employed and flexible working arrangements through its service level agreement with Cirencester Town Council.)

#### Role Description:

To advise the Trust and assist in the preparation, implementation and delivery of a strategic plan.

To advise and assist the work of the Collections Officer/Exhibitions & Interpretation Officer(s).

To prepare and present reports to the Board of Director Trustees.

To undertake collections research and enhancement, including responses to public enquiries on local and family history, liaison with other bodies, e.g. Corinium Museum, Victoria County History, and other relevant archives and appropriate institutions.

To advise and assist with the enhancement of the Trust's website, including public and digital access, through the addition of images and information, components of which include:

- further material from the BLT Art Collection image bank;
- further material from the digitised Cox Collection;
- selected local history material, including from the Welsford collection.

To investigate 'traditional print' publication opportunities for BLT collections and related material, building firstly on earlier partnerships with e.g. Amberley Publishing for such as *Cirencester A Century Ago: the Bingham Legacy* (2004) and *Cirencester from Old Photographs* (2016). One opportunity might be a volume on Cirencester's excellent and significant range of historic buildings.

To update the potential for enhancing public knowledge and appreciation of the JH Thomas photographic archive of Cirencester and the Cotswolds, owned by BLT and deposited for long-term care in Gloucestershire Archives. The copyright held by BLT on this collection running out in 2025.

## Person Specification:

<u>Requirements</u>	<u>Essential or Desirable</u>	<u>Method of Assessment</u>
<b>Qualifications</b>		
Relevant Degree (s)/equivalent	Essential	Application/Certificates
Administration	Desirable	Application/Certificates
Project Management	Desirable	Application/Certificates
<b>Experience</b>		
Experience in a similar role	Essential	Application/Interview
Administration	Essential	Application/Interview
Art and Collections Management	Essential	Application/Interview
Project Management	Desirable	Application/Interview
Community Engagement	Desirable	Application/Interview
<b>Skills</b>		
Organisational	Essential	Application/Interview
Numeracy	Essential	Application/Interview
Project Management	Desirable	Application/Interview
Information Technology	Desirable	Application/Interview
<b>Other</b>		
Proactive/self motivated	Essential	Interview/References
Ability to prioritise and meet deadlines	Essential	Interview/References
Ability to maintain confidentiality	Essential	Interview/References
Judgement, tact, discretion and initiative	Essential	Interview/References