



Hello!

Thank you for your interest in the role of Learning Manager at The Bowes Museum.

Here, you'll find information about the role, its key responsibilities and a person specification. You can also access more information from our Director of Programmes and Collections via our Video Ask platform <https://www.videoask.com/f741d942x>

The Bowes Museum is a charity managing a Grade 1 listed accredited museum and Grade 2 listed parkland in Barnard Castle. Founded by Joséphine & John Bowes over 150 years ago, this purpose-built Museum brings together an extraordinary, Designated collection of European fine and decorative art as a cultural resource for the people of Northern England, where today we celebrate Artists, Designers and Makers.

This refreshed role of Learning Manager will help to develop and further build an ambitious learning programme unique to The Bowes Museum.

As the post holder, you will design, strategically lead and co-deliver events, activities, long-term initiatives and one-off interventions that build curiosity in, improve access to, and forge connection with, the Museum's collections, building and Parkland. Working closely with staff, partners and community members to co-create contributions to programming, your engagements will encourage thinking and action relevant to global, social and cultural concerns.

As successful candidate, you will have a strong belief in the power of cultural learning, a passion for storytelling through collections and strong communication and interpretative skills. We need a proactive individual with experience of working with a variety of diverse audiences, co-producing events and activities, commissioning artists and working with people in civic settings.

Does this sound like you? If so, we'd love to receive your application.

There's more information below.

Job Profile

Job Title	Learning Manager
Reports to	Director of Programmes and Collections
Salary	£30,906
Term	Permanent, 37 hours per week.
Place of Work	The Bowes Museum

Organisational relationships:

- Reporting to Director of Programmes and Collections
- Working alongside – Learning, Collections and Production & Display Teams, Director of Programme and Collections and wider EMT colleagues
- Direct reports – Producer (Communities) and Producer (Education and Families)

The role: To support the access to, interpretation of and engagement with an internationally-recognised collection of fine art, fashion and textiles and European decorative arts at The Bowes Museum. The role will work closely with staff, partners and community members to co-create contributions to programming that think critically about global, social and cultural concerns and inspire curiosity and connection with The Bowes Museum collections, building and parkland. Through this work we will build strong, reciprocal relationships with people in our communities, peers in our sector and academics in relevant research institutions.

1. Role purpose:

- To increase access to, understanding of, and curiosity in, The Bowes Museum's collections, building and parkland across all our targeted and adult communities and stakeholders.
- To lead the conception, development, delivery and evaluation of learning programming at The Bowes Museum, in line with the Museum's Mission.
- To practice and champion co-production processes and principles.
- To build effective relationships with a range of partners and community organisations to support the delivery of an experiential and creative programme, within the building and beyond our bricks.
- To take a lead role in recruiting, commissioning and mentoring artists and other practitioners for learning-specific workshops, commissions/residencies and long-term, civically-engaged initiatives.

2. Specific Responsibilities and Duties:

- To lead on the initiation, development and delivery of learning initiatives that build connection, curiosity and creativity with all audiences in line with the direction of The Bowes Museum.
- Proactively manage the workload, performance and training of direct reports; motivate and support a team of Producers and Freelance Artists to develop a culture of positivity and success.

- Build relationships and partnerships with regional, national and international individuals and organisations to develop and deliver joint projects.
- Be aware of, informed by and able to apply sector-standard practices in the field of cultural learning.
- Manage and maintain budgets as delegated, projecting and monitoring spend in your agreed area, ensuring value for money, the control of expenditure and the early identification of financial irregularity.
- Regularly evaluate and report the outcomes and impact of learning programming at The Bowes Museum keeping necessary records and processes in place to inform these reports.
- Work in partnership on and off site with groups and organisations as required.
- Ensure that relevant activities are delivered professionally and in a timely manner to maximise meaningful engagement; including budget management, programme plans, communications plans, agreements, and evaluation activities.
- As a member of the Extended Management Team, be accountable for the overall performance and general running of the Museum, including adherence to policies, procedures and the statutory compliance of your department.
- As a member of the Extended Management Team, provide cover and act as the duty manager on site and on call as required within the needs of the business, including rota requirements, holiday and sickness as required and including weekend and evening hours.

3. General responsibilities and duties:

- Contribute effectively to the success and culture of The Bowes Museum.
- Interact and cooperate proactively with all employees, trustees and volunteers, ensuring good teamwork, inclusive practices, and interdisciplinary activities across work strands, projects and programmes.
- Manage individual performance of assigned staff, volunteers, and researchers as appropriate and in line with the organisation's performance management processes.
- Develop reports for Senior Leadership Team, Exec Director, Trustees, Committees, Funders etc.
- Make best use of technology across our activities.
- Support effective communications and promotion of The Bowes Museum and our activities.
- Work flexibly at times and on occasions that connect with the needs of our programmes, audiences and communities.
- Ensure we are adhering to and compliant with our policies, processes and statutory obligations.
- Take ownership of your professional and personal development, working with your line manager to identify and address gaps in skills and competencies.
- Ensure that the Health and Safety policy, organisation arrangements and procedures under your control are understood, implemented, and monitored.
- Help to ensure any barriers to equality of opportunity are removed and to eliminate unfair and unlawful discrimination, giving everyone an equal chance to learn, work and live free from discrimination and prejudice.
- Demonstrate and advocate for the museum's values and behaviours in all we do.

Person Specification: Learning Manager

Shortlisting and selection based on the following criteria:

Criteria	Essential (E), Desirable (D)	Assessment process: Application (A), Interview (I), Task (T)
Job-specific competencies/qualities/experience:		
Demonstrable experience of strategically leading and programming learning initiatives in a cultural or heritage organisation, or equivalent.	E	AI
Experience of initiating artist-led commissions and interventions with, for and by families, education groups and communities of interest, geography and circumstance	E	AIT
Experience of initiating high quality, ambitious and people-centred programming that inspires curiosity, connection and conversation	E	AIT
Strong relationship-building skills together with good experience and understanding of audience development and co-production.	E	AIT
Demonstrable management experience supporting and managing team workload, productivity and performance	E	AI
A demonstrable understanding of relevant regional and national policy and programming including the socio-economic, cultural and political challenges and opportunities in the North East	E	I
A demonstrable awareness of 'best practice' examples of learning pedagogy in cultural organisations	E	IT
Demonstrable experience of evaluation methods and impact measurement	E	AI
Experience in managing and maximising budgets.	E	A
Good copy-writing and interpretive skills, with attention to detail.	E	A
A good understanding and knowledge of fine art and European decorative arts, including current debates, artistic practice and theory.	D	AI

Experience of delivering socially-engaged artist programming.	D	AIT
Experience of working in the North East and/or Yorkshire	D	A
Core competencies/qualities/experience:		
Commitment to the Mission, Vision and outcomes of The Bowes Museum and demonstrable understanding of applying similar drivers through a learning programme	E	A
Highly organised, able to prioritise and work to tight deadlines	E	AI
Display high levels of enthusiasm, flexibility and commitment. An excellent team player	E	AI
Ability to communicate effectively internally and externally, engaging with and enthusing others	E	AI
Experience and ability in navigating challenges proactively and effectively	E	AI
Willingness to be accountable for personal performance	E	AI
Knowledge of Equality, Diversity and Inclusivity issues and experience in addressing these proactively	D	AI
Experience using technology and digital platforms for business and project management, engagement and communications.	D	A
Qualifications:		
Advanced level education, or equivalent, or evidence of professional learning and experience.	D	A
Safeguarding qualification, ideally with Designated Safeguarding Officer experience	D	A
First Aid and Paediatric First Aid qualification	D	A



Key information

Title: Learning Manager

Hours: 37 hours p/w

Contract type: Permanent

Salary: £30, 900

Location: The Bowes Museum, Barnard Castle with 1 home working day p/w

Closing date: 1 February 2024, 12noon

Interview date: 14 February 2024

To apply please send an up to date CV and Covering Letter to hr@thebowesmuseum.org.uk

Your Covering Letter should refer to the essential criteria noted in the Person Specification. Please tell us about how your specific skills and professional experiences meet the different competencies, qualities and experiences required and give examples.

For role specific questions, please contact Vicky Sturrs, Director of Programme and Collections at Vicky.sturrs@thebowesmuseum.org.uk

We are an equal opportunities employer. Diversity within our workforce, programmes and approaches is crucial to our mission of being equitable, sustainable and relevant. We particularly welcome applications from candidates who have been traditionally under-represented within the sector including those who identify as people of colour and/or people with disabilities.