



De Morgan Foundation
Candidate Brief - Museum Director

Dear Applicant

We are delighted that you are considering the role of Museum Director, working for The De Morgan Foundation.

This is an opportunity to join our newly reshaped team at an exciting time, to bring your expertise to De Morgan to help us grow and achieve our ambitions.

This is a wide-ranging, challenging, and rewarding role which includes management responsibility for all of the Foundation's work, including its museum, its collection, visitor engagement, learning, outreach, revenue-raising through grant and funding applications and commercial activities such as merchandising and licensing.

We are looking for someone who is energetic, resilient, flexible, and creative, who can build relationships with stakeholders and funders, adopt a distinctive approach and help us to tell the story of our collection to ensure it meets its full potential.

If you have experience as part of a team leading a museum, caring for an important collection, stakeholder management, fundraising, business development, leadership skills, we encourage you to apply for this role.

Tempted? Read on for more.



ABOUT THE ROLES

Our current Museum Director who has been with us for six years is leaving at the end of the year for a new senior role elsewhere. The Board is taking this opportunity to reshape the team to provide greater flexibility and opportunities for growth.

The new team will comprise two part-time roles, a Museum Director and an Assistant Curator, working together to deliver the Foundation's vision, aims, objectives, and activities.

Both posts will require regular travel around the UK and occasionally abroad, with some weekend and evening work, for which time-off-in-lieu applies. There will be a variable workload combined with the need to meet specific deadlines and targets, which may lead to some irregular working hours.

Postholders will be required to schedule their hours/days worked to ensure the Foundation is staffed as is necessary, and to allow sufficient time working together to communicate and operate effectively, which will entail each postholder covering some duties of each post. As the De Morgan Museum is currently open Thursday to Sunday, the Assistant Curator will usually be present on site Thursdays and Fridays, subject to activity and cover.

It is likely that over time the emphasis of the jobs may change, without changing the general character of the jobs or the level of duties and responsibilities carried. Jobs will be periodically reviewed and updated in consultation with the postholders to reflect appropriate changes.

Application process:

Please send your CV with a covering letter, setting out your skills and experience and why you are suitable for this role to: Jean McMeakin, Chair, De Morgan Trustee Board, via:

recruitment@demorgan.org.uk

Closing date for applications is 5pm on **11th November 2024**

Interviews are expected to take place on **22nd November 2024**

Informal discussions about the role can be held with Jean McMeakin, Chair of the Trustee Board, or with Sarah Hardy, outgoing Museum Director, prior to application.

Terms of appointment:

Job title: Museum Director

Reporting to: Chair of the Trustee Board

Hours: 21 hours / 3 days per week, exclusive of lunch breaks (occasional evening, weekend, and public holiday work required, for which time-off-in-lieu applies)

Salary: £40,000pa (£24,000 pro rata)

Location: London/South East, predominantly working from home / hybrid working

Annual leave: 30 days per calendar year (including statutory holidays) pro rata

Contract: Continuing

Probationary period: 6 months

Notice period: Three months during the probationary period and six months thereafter.

Pension: The De Morgan Foundation is part of the NEST pension scheme.

ABOUT DE MORGAN

The De Morgan Foundation

The De Morgan Foundation is registered as an independent charity with the Charity Commission (number 310004) under its Charitable Scheme. The Scheme sets out the Foundation's charitable objects (its purpose) and the powers of the Trustee. The Foundation owns the charity's assets, including the De Morgan Collection, and employs the staff.

The charitable objects of the De Morgan Foundation are:

- (a) the provision and maintenance of a collection accessible to the public of paintings, ceramics and other works of art and, in particular, of works of art made by William De Morgan and his associates, paintings by Evelyn De Morgan, and works belonging to the Foundation; and
- (b) the promotion of the appreciation of the arts and of education in the arts and allied subjects.

The Foundation has its own Arts Council England Accredited museum, The De Morgan Museum, at Cannon Hall in Barnsley, once the ancestral home of Evelyn De Morgan's family, the Spencer Stanhopes, where it provides public access to the Collection and related educational and other activities and events.

Other public display and access to the Collection is managed via a small number of key partnerships with complementary institutions across the country, and via loans and temporary exhibitions, both nationally and internationally. The Foundation also makes its collection available online, through its own website, and on digital art platforms, ensuring the widest possible public audience can enjoy the artworks and learn about them and the artists.

The Foundation is headquartered at Cannon Hall and it is the registered address of both the De Morgan Foundation and the De Morgan Trustee Company Limited.

The De Morgan Trustee Company Limited is registered at Companies House (number 6914254). It is the sole Trustee of the Foundation. The Board of Directors of the Trustee are registered as Directors with Companies House. The Board comprises nine independent, volunteer Non-Executive Directors, acting as the Trustee Board for the charity, overseeing the activities of the Foundation and its staff.

The De Morgan Collection

The De Morgan Foundation owns and cares for the De Morgan Collection, comprising paintings, drawings, ceramics, and other works of art by the Arts & Crafts ceramicist William De Morgan and his Pre-Raphaelite-style artist wife, Evelyn Pickering De Morgan.

The De Morgan Collection was formed by Evelyn De Morgan's youngest sister, Wilhelmina Stirling, who had been collecting De Morgan works for many years. After her death in 1965 aged 99, a charitable trust was established to care for the artworks in perpetuity. The De Morgan Foundation continues this work today.

The collection includes 58 oil paintings by Evelyn De Morgan and over 600 works on paper, and over 700 ceramics by William De Morgan, including 50 tile panels and 420 individual tiles, 260 plates, chargers, vases, bottles, and bowls, as well as rare oil paintings, early drawings from the antique, and designs for stained glass.

John Roddam Spencer Stanhope, Evelyn De Morgan's artist uncle, is also represented with an early oil on panel painting and a number of drawings and sketches.

A small archive of material is also held; a collection of letters, drawings, plays, personal effects, photographs, family documents, and ephemera relating to William and Evelyn De Morgan, as well as acquisition details for the Collection. The Foundation also keeps a small library of art-related volumes, including some early copies of William De Morgan's books from his later career as a successful novelist.

De Morgan Values

Inspiring : We provide an engaging visitor experience for both adults and children, encouraging learning and discovery, and use the collection to inspire and enhance people's lives.

Inclusive : We are friendly and welcoming. We offer everyone the keys to unlock the collection to enjoy it for themselves. We work in collaboration with others to display the collection and remove barriers to access.

Expert : We build expertise and knowledge, actively researching the collection and engaging with others to ensure we continue to be the world's leading authority on the life and work of the De Morgans.

Custodians : We preserve and share the beautiful collection of jewellike paintings, lustrous ceramics, and delicate drawings, which is at the heart of everything we do.



MUSEUM DIRECTOR - JOB DESCRIPTION

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The Museum Director is responsible for the smooth and successful operation of the De Morgan Foundation and its Museum, and the care of its Collection, advised and aided by the Trustee Board of Directors, and supported by an Assistant Curator and a small team of volunteers. Managerial, curatorial, operational, and administrative responsibilities form part of the remit associated with the post.

By developing and delivering key strategies to drive forward the Foundation, the Museum Director will enable it to fulfil its aims and ensure the development of a sustainable and strong business model to provide a stable future for the Foundation, developing the Foundation's operational business plan, and ensuring all operational policies and procedures are regularly reviewed and in line with industry best practice.

Revenue generation and establishing financial and organisational resilience will be a key focus. The Museum Director will further develop the fundraising strategy, exploring all avenues, from individual donors, campaigns and events, corporate engagement, and community fundraising to grants, trusts and foundations.

As the public face of the Foundation, the Museum Director will advocate for the Foundation and its collection, and manage relationships with key stakeholders and partners. On a day-to-day basis the Museum Director will be responsible for overseeing the general operations of the museum and line management of the Assistant Curator, ensuring the values and aims of the Foundation are realised through the effective management and programming of museum activities, building awareness of its exhibitions and displays, online work, driving audience engagement and learning activity.

RESPONSIBILITIES

Leadership & Management

- To apply sound business and financial management principles to the running of the Foundation. To think and act strategically and innovatively to develop the work of the Foundation, its profile and the promotion of its Museum, its Collection, and its activities.
- To ensure that all legal and statutory requirements for the Foundation are met, and that insurance, security, and collection care measures are all in place and up to date, taking the lead on risk assessment and management. To ensure the Business Continuity Plan and the Emergency Plan are up to date.
- To work with the Board to develop strategy and forward plans, leading on their implementation and delivery, and to work with the Assistant Curator to ensure the Foundation maintains its ACE Accreditation, including the preparation and maintenance of relevant policies and procedures.
- To liaise with the Board and bring necessary topics to its notice. To attend Board meetings and to act as Secretary to the Board, drafting agendas and taking minutes, preparing papers and policies as required, including the work of Board sub-committees, and such other duties associated with the role as necessary.

- To oversee the effective running the Foundation's office, ensuring appropriate contracts and services are in place commensurate with the Foundation's needs, and acting as a contact/key-holder/responder.
- To lead and foster an effective team, providing guidance and coaching to staff and volunteers, line managing the Assistant Curator, and overseeing the recruitment and management of the De Morgan Volunteer team to support all aspects of the Foundation's activities, regularly reviewing the team, auditing and refreshing the skills base through recruitment and/or training, leading a successful and motivated team of staff and volunteers.
- To liaise with Foundation partners to provide relevant expertise as necessary, ensuring others' volunteers are suitably informed and trained on De Morgan as appropriate.
- To manage any Foundation temporary staff or interns, and to support partners developing and training interns and early career staff.

Financial Management

- To ensure the Foundation's finances are managed appropriately, minimising spend and maximising revenue as required.
- To prepare the Trustee's annual report for the Chair, and ensure that the accounts and such other financial documents and information are prepared as required and, following approval, submitting the necessary papers to the relevant bodies in a timely fashion.
- To provide an update on finances for Board meetings, including spend against budget, and to ensure cost effective solutions to operating requirements.
- To develop the De Morgan merchandising offer, identifying brand and product development and licensing opportunities, managing the Foundation's IP.
- To oversee the management of the online shop, stock control, reporting and analysis of sales and budget management.

Collection Management

- To take responsibility for the care and development of the collection, ensuring the sharing of knowledge of the collection, the life and work of the De Morgans, and wider knowledge of the fine and decorative arts of the period, in particular the Arts & Crafts and the Pre-Raphaelite movements.
- To devise and manage the successful implementation of a strategic programme of tours and exhibitions as agreed by the Board, including the necessary research, exhibition design and content, preparation of project plans and budgets, and securing of funding arrangements.
- To oversee the work of the Assistant Curator in the care and management of the collection and its display.

Relationship Management & Development

- To act as an ambassador for the Foundation, and to preserve and enhance the Foundation's reputational standing and profile in all activities, utilising own professional expertise of the De Morgans and of the period to cultivate networks with other art collections and experts of the period to promote the collection.

- To grow and nurture relationships with the Foundation's key partners, building these relationships into ones of co-operation and respect to ensure maximum benefit from them, developing support and advocacy, increasing revenue, and to work with relevant partners and organisations to capture and evaluate visitor information and feedback.
- To devise, develop and manage a range of initiatives to attract and engage supporters, donors, and sponsors to create and grow advocacy and revenue opportunities. To develop the Foundation's supporter schemes, in particular the Patrons scheme and major donors.
- To build and nurture relationships with grant-makers, funders, and influential stakeholders, identifying appropriate funding opportunities, managing all activities relating to funding applications,
- To identify community and charity partners to develop initiatives which cater to specific user requirements to enable enhanced visitor accessibility, diversity, and inclusion opportunities.

Marketing & Communications

- To devise and implement a marketing/communications strategy and plan, overseeing the work of the Assistant Curator in delivering activities, including the production of marketing collateral, in line with De Morgan style guidelines.
- To gather review analytical data, including and campaign metrics, pertaining to marketing activity, updating the strategy and approach based on results.
- To use all available channels to optimise the Foundation's profile, including researching and writing articles and content for a range of audiences, press releases/press pack material, generating creative ideas and placing editorial.
- To oversee and develop the Foundation's online presence, ensuring its website is fit for purpose, accurate, engaging, and user-friendly, and its content on other, art-related platforms is appropriate. To ensure to the Foundation's social media presence is updated regularly.

This job description outlines the principle responsibilities and duties of the postholder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities, duties, and tasks. The postholder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the role.

MUSEUM DIRECTOR: PERSON SPECIFICATION

Qualifications & Experience

- A post-graduate degree in a relevant discipline or evidence of equivalent expertise.
- Knowledge of 19th Century British fine and decorative arts, and a demonstrable interest in 19th century culture, art, design, and decorative arts. A commitment to developing further expertise and to becoming expert in the art and history of the De Morgans.
- Several years' curatorial experience in a museum or gallery context, with a proven track record in researching, planning, designing, delivering, and evaluating exhibitions and displays.
- Experience of managing collections, collections care, and collections management systems and software. Proven ability to handle objects and materials with care and sensitivity to their physical properties.
- Understanding of the needs of different audiences and a commitment to providing for these, through exhibitions, loans, tours, publications, lectures, gallery talks, and the creation of new displays and of material for the web. Able to write for a wide range of audiences.
- Able to travel around the UK, due to the nature and location of the post and of partner and tour and loan venues, and meet the requirement to handle artworks and other objects and materials, including performing official courier duties, both in the UK and internationally.
- A record of publication and/or research.

Strategy & Planning

- Able to think strategically and conceive and prepare achievable forward plans.
- Able to manage projects and to propose and implement innovative ideas, with experience of developing business and project plans, managing the budget and priorities, meeting deadlines and reporting on progress.
- An ability to work collaboratively as part of a flexible team, to achieve a variety of projects.
- Excellent organisational and planning skills, coupled with the flexibility and ability to work calmly under pressure and to tight deadlines.
- Highly proactive and self-motivated, with the ability to work on own initiative, and without daily supervision, and to organise effectively an exacting and diverse workload within broad objectives defined by the Board of Directors.

Business Management & Development

- Excellent knowledge of and contacts within the arts and the wider cultural sector.
- The ability to identify and secure funding opportunities, with experience of writing successful grant applications, and the successful delivery of funded projects.
- Able to deal efficiently with day to day administration, including keeping detailed and accurate records, including financial records, and the ability to manage information systematically and accurately, combined with excellent IT skills, website management and social media applications.

Relationship Management

- Excellent interpersonal communication skills and a diplomatic manner, and the ability to build and nurture relationships, negotiate and liaise with lenders, borrowers, funders, partners and other stakeholders.
- Experience of working successfully with senior personnel (Chairs, Boards of Trustees, or senior staff) on strategic policy and management issues.
- Ability to represent the Foundation nationally and internationally, and able to promote the Foundation and its collection with flair and energy.
- Ability to recruit, train, and supervise staff and volunteers and foster loyalty and enthusiasm.