

Bow Street Police Museum

Museum Director

Job Description



BOW STREET
POLICE
MUSEUM

Job Title:	Museum Director (Interim)
Reporting to:	The Chair and Board of Trustees
Term:	2-year contract (<i>with the opportunity to extend/make permanent</i>)
Salary:	£40-45k
Hours:	5 days/week (<i>flexible/reduced hours considered</i>)
Details:	Some evenings and weekends required

About the Role

The post of Museum Director is a new role created for the next phase of development for our young, highly credited, independent museum. Set in the heart of Covent Garden, we explore the evolution of criminal justice and policing and their impact on the lives of Londoners past, present and future.

During this next stage, we are looking for an ambitious museum professional with experience in a leadership role and in fundraising, to build awareness, drive audience engagement, and bring financial resilience through increased income, donations, and fundraising.

This is an exciting opportunity to develop our growth strategy, implement policies, and to build a strong and stable future for the Museum. It is also a management role, working with our small team and overseeing the delivery of a unique visitor experience and a range of events and outreach activities.

With our revenue-generation strategies established, the Museum Director will lead us into a third phase of growth. In defining and scoping the ongoing leadership role, they will have the opportunity to remain with us to deliver the strategy and continue extending our reach and impact.

The Museum

Bow Street Police Museum is an independent Charitable Trust. Located on the site of the historic 1881 Bow Street Magistrate's Court and Police Station, the main building is now transformed into the prestigious Nomad Hotel, but the original police cells have been retained and the space separated from the hotel to form an independent museum. As a new organisation, we are building our collection of objects. Current items on display relating to Bow Street's history have been loaned to us from the Metropolitan Police Museum.

The Museum is filled with rich stories of investigations, arrests and justice being served. From the earliest watchmen and Bow Street Runners to the modern Magistrates presiding over cases of international renown, peoples' stories are at the heart of our content. Visitors are invited to step inside the cells to explore the important and fascinating tales of Bow Street and its unique links with criminal justice and policing history.

Since opening, we have made huge progress in creating a new and important museum. We have welcomed over 12,000 visitors, engaging audiences in conversations connected to the fascinating social history of Covent Garden, LGBTQ+ history, the experiences of women, as well as the changing role and perceptions of law enforcement and the criminal justice system.

Our Purpose

As a museum, our purpose is to engage audiences in an ongoing conversation about the history of policing, law, and justice in London since the 18th century. Through our exhibitions, talks, workshops, and events we focus specifically on the unique role of Bow Street within that history, and the ensuing impact of these events on the lives of London's diverse communities.

As an organisation, we are committed to providing opportunities that are inclusive and accessible to all. We strive to build partnerships across industries to ensure our work reflects and represents the voices of everyone we engage with.

There are three core values at the heart of everything we do.

- WE LISTEN to our audiences and do things that matter to them and the communities whose stories we tell.
- WE COLLABORATE across sectors to ensure a diverse range of voices and experiences are represented.
- WE ARE CREATIVE and are not afraid to try out new ways of doing things.

Job Scope

As the Museum Director, you will be joining our organisation at an exciting milestone in its development. We have successfully created the museum and established a series of events and activities, you will now further develop the strategy, implement policies, and ensure a stable future for the Museum. You will be responsible for building awareness of the unique narratives within our exhibitions, driving audience engagement, and ensuring financial resilience.

Revenue generation and establishing financial stability will be a key focus. The job holder will need to evaluate which of our many fascinating stories should be prioritised to optimise income opportunities, and develop a fundraising strategy, exploring all avenues, from individual donors, campaigns and events, corporate engagement, and community fundraising to grants, trusts and foundations. They will be supported by our two Fundraising Trustees and will work with all stakeholders to establish the profile of The Bow Street Police Museum.

With support from the Board of Trustees, the Museum Director will lead on implementing the strategic direction of the museum, support the development of the museum's operational business plan, and ensure all operational policies and procedures are regularly reviewed and in line with industry best practice.

On a day-to-day basis the Museum Director will be responsible for the overseeing the general operations of the Museum, ensuring the values, mission and vision of the organisation are realised through the smooth management and programming of museum activities.

The jobholder will undertake line management responsibilities and work closely alongside the Museum's two Public Engagement Producers, temporary staff, student placements and volunteers. They will also oversee contact with key stakeholders and partners.

We offer flexible working patterns from variable working hours to hybrid home/office working but will require some weekend and evening working.

Responsibilities

Drive and Develop Bow Street Police Museum's Strategic Direction

- Work with the Board of Trustees to review, develop and implement the 5-year business plan.
- Assess development against key performance indicators identified in the business plan.
- Review, develop and implement all operational policies, procedures and strategies as required.

Fundraising and Income Generation

- Work collaboratively with the museum team to set targets for income generation through admissions, events, and other activities. Monitor and review these targets on a timely basis.
- With support from the Board of Trustees, develop and implement a fundraising strategy, identifying and setting targets for new income streams from fundraising campaigns and donations to individual giving, patrons, corporate engagement, and grants.
- Build strong relationships with existing and potential supporters.
- Identify new revenue opportunities and co-manage grant and fundraising application processes.
- Lead on the administration of successful funding bids and on measuring the impact of any grant or other funding received.
- Oversee a communications plan to build awareness of the Museum and opportunities for funding.

Conservation and Curatorial

- Ensure maintenance and monitoring of environmental systems for the conservation needs of objects on display in accordance with sector standards.
- Ensure high standards in the maintenance of exhibitions and displays.
- Liaise with the Metropolitan Police Museum regarding loans and updating content.

Staff Management

- Line management of the Bow Street Police Museum team, setting objectives that support the mission, vision and values of the organisation.
- Ensure all staff are fully trained to the required standards.
- Work alongside the team to open the museum and deliver activities, providing operational support during weekends and evenings as needed.
- Liaise between staff and Trustees and represent the Museum team at Trustee Board meetings.

Day-to-Day Operations

- Maintain records, ensuring compliance where appropriate. Prepare monthly performance reviews.
- Take responsibility for all aspects of the museum's management and hold ultimate responsibility for all museum issues including delegated responsibilities.
- Take overall responsibility for the security of the museum.
- Ensure all policies and procedures are up to date and satisfy all statutory requirements.
- Manage the team rotas to ensure the museum is properly staffed during opening hours and events.
- Be compliant with all legal, health and safety, and data protection requirements.
- Act as the main liaison with the Nomad Hotel team re access, operational, and legal requirements.

Person Specification

	Essential	Desirable
Experience & Knowledge		
Experience of management within museums, arts and heritage, with a working knowledge of governance and business practice.	✓	
Demonstrable experience of managing a team of staff within a museum, heritage or arts environment.	✓	
Financial planning, budgeting and financial reporting	✓	
Experience of researching and assessing new funding opportunities and of developing and writing successful funding applications to a variety of funders.	✓	
Developing relationships with a wide range of people from major funders to individual donors	✓	
Knowledge of the relevant networks, sector groups and advocacy organisations across London and the heritage sector.	✓	
Experience of building partnerships with other external organisations.	✓	
Demonstrable experience of caring for and working with an historic collection.	✓	
Experience of working with local communities and facilitating their participation		✓
Skills		
Strong organisational skills	✓	
Clear communication skills	✓	
Excellent leadership and team-building skills	✓	
Evidence of multi-tasking and meeting deadlines	✓	
Excellent project and budget management skills	✓	
An innovative approach to problem-solving	✓	
Customer care skills	✓	
Numerate and comfortable with financial reporting and administration	✓	
IT skills, specifically including Powerpoint, Word and Excel	✓	
Attributes		
A willingness to work across the breadth of museum activities	✓	
Inspirational leader with the ability to influence	✓	
Able to work on their own initiative and as part of a team	✓	
A devoted work ethos with an ambitious drive to achieve change	✓	
Enthusiastic about the stories we tell and the curiosity to learn more	✓	
Knowledge of key aspects of our history		✓