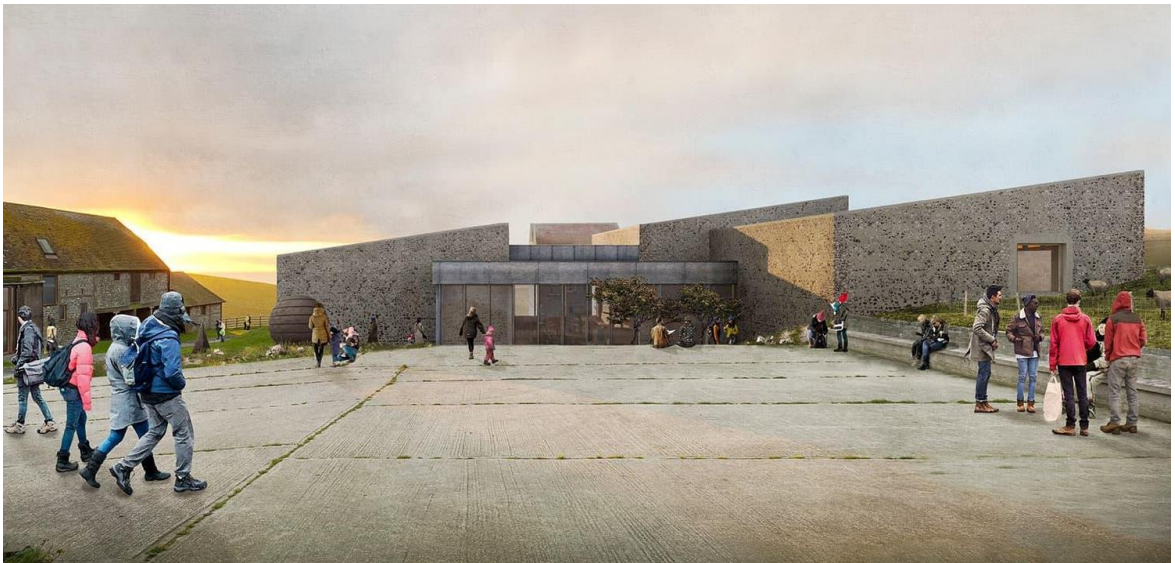


TOWNER

TOWNER Seven Sisters at Black Robin Farm

National Lottery Heritage Fund
Heritage Collections Curator
Recruitment Pack





A job description and person specification follows in this pack. An application form and equal opportunity form are attached separately.

Deadline: Monday 29 September (noon)

Interview date: Thursday 9 October at Towner

If you would like to discuss your eligibility or have questions about the person specification, please contact Niamh Pearce at niamh.pearce@townereastbourne.org.uk

Completed applications should be emailed to Michele Monteith at michele.monteith@townereastbourne.org.uk or posted to her at Towner Eastbourne, Devonshire Park, College Road, Eastbourne BN21 4JJ.

Job Description

Job Title:	Heritage Collections Curator
Project:	Towner Seven Sisters - Black Robin Farm
Reporting to:	Black Robin Farm Project Director (NLHF)
Responsible for:	Management, access and facilitating exploration and development of Eastbourne's Heritage Collections for the purposes of realising their display and interpretation at the forthcoming Black Robin Farm site
Key Relationships:	Black Robin Farm Project Director (NLHF), Engagement Co-ordinator (NLHF), freelance Activity Plan and Interpretation Consultants (NLHF). <u>Towner staff:</u> Senior Management Team, Curatorial and Programme team, Marketing and Audience Development team, Visitor Services Manager, Skills and Opportunities Producer
Term:	Full-time. <u>Fixed-term contract to Feb 2027.</u> Potential for 2 year extension upon a successful award of NLHF Delivery Phase funding, outcome due in June 2027.
Salary:	£32,000 per annum
Location:	Towner & hybrid

This role is funded as part of the National Lottery Heritage Fund's Development Phase award, with thanks to National Lottery players.

TOWNER Seven Sisters at Black Robin Farm will be a bold new cultural destination near the chalk cliffs of Seven Sisters in the rolling hills of the South Downs National Park. This extraordinary site of an historic Sussex farmstead set in unique chalk grasslands will act as a new eastern gateway to the national park connecting local communities and international audiences to the land, its stories and its future. Perched above Eastbourne and framed by the iconic coastal landmarks of Beachy Head, Birling Gap and Cuckmere Haven, Towner Seven Sisters will animate this landscape in new and powerful ways. Through artist commissions, outdoor sculpture, exhibitions, workshops, creative learning activities, sustainable food and walking experiences, it will celebrate and protect the beauty, heritage and ecological significance of the South Downs.

Background to the role

Towner Eastbourne is about to begin an 18-month Development Phase, funded by The National Lottery Heritage Fund (NLHF), to develop the plans for a Visitor & Heritage Centre at Black Robin Farm. This major project aims to connect visitors with the landscape and heritage of the site's remarkable agricultural Downland setting, through art in the landscape, exhibitions, creative events, learning and collection interpretation. With over 2000m² of existing agricultural fabric being brought into new use the proposals include a new gallery building, learning studios, event and making spaces, and a new refectory. The Development Phase of the project will see full planning permission; the finalisation of Conservation and Collections Management Plans; Audience Development and Activity Plans. It will culminate in a Round 2/Delivery Phase application submission to the NLHF in February 2027, with the aim of securing funding to see the project through to completion.

The Role

A full-time **Heritage Collections Curator** (fixed-term up to February 2027) is sought to lead on the development of an engaging and

innovative heritage offer at Black Robin Farm, drawing on items from Eastbourne's Heritage Collections (Local History and Archaeology) previously managed by Eastbourne Borough Council. This will see them form the source and inspiration for heritage-focused displays and activities when the site opens, as well as informing new programme, exploring the intersection of art, heritage and the natural environment.

The role will oversee the overall management and care of these Collections, underpinned by an ambition to provide greater public access. Working closely with communities and relevant heritage groups, this role will work with Towner colleagues to devise and test heritage-based activities during the 18-month Development Phase to inform the future programme at Black Robin Farm. The role will also be responsible for designing and implementing an engagement programme for a new cohort of heritage volunteers during the development phase itself, as well as contributing to the longer-term volunteer development strategy for Black Robin Farm.

Equality & Diversity

Towner is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Towner are open to all. We particularly encourage applications from people from global majority backgrounds who are currently under-represented in the cultural sector and within the organisation. We guarantee interviews for candidates from underrepresented groups who meet the requirements of the job description.

As a Disability Confident Committed Employer, we are committed to offering an interview to disabled candidates who meet the essential criteria for the role. A question will be asked on the application form to ascertain this. If you have any access requirements in relation to making your application please contact michele.monteith@townereastbourne.org.uk



Key Responsibilities

Heritage Collections:

- Support Towner's Executive team to develop a new accessible storage/research space for the Heritage Collections.
- Oversee any collection moves and ensure completion of appropriate documentation. Undertake basic condition checks and ensure items are packed appropriately for transportation, tracking their movement and ensuring location information is updated.
- Operate an efficient collections identification system.
- Manage the ongoing care of the Heritage Collections in line with Museum Standards (Spectrum).
- Contribute to any collection policy and systems updates.
- Provide advice and feedback on the Collections to the Senior Management Team as needed.
- Facilitate and coordinate research and educational visits and requests from others, answering internal and external enquiries and support outreach work as appropriate.
- Develop heritage resources/activities specific for schools and community groups to use.
- Manage or deliver small collections project/activities, including overseeing the work of contractors and volunteers.
- Carry out all administrative duties and documentation relating to the Heritage Collections.
- Ensure effective systems for pest management are in place and are closely monitored, implement prompt remedial action where necessary.
- Ensure systems are in place to deliver suitable environmental conditions for heritage collection items in storage and/or display, including monitoring and taking prompt remedial action where necessary.
- Ensure appropriate Risk Assessments are in place for activities relating to this role.

NLHF Programme:

- Identify and research key items from Eastbourne's Heritage Collections that are relevant to the BRF site and the Downland location and develop 'narratives' and resources that will underpin future displays, interpretation and engagement activities.
- Work closely with a range of community partners and Towner's programme team to shape and test heritage-related activities and projects during the Development Phase, to inform long-term programming at Black Robin Farm.
- With the Engagement Coordinator (NLHF) deliver offsite talks and workshops in a range of settings during the Development Phase.
- Contribute to the site-wide interpretation plan for the heritage narrative at Black Robin Farm.
- Support the Fundraising Consultant and Director of Development by contributing to heritage-focused funding applications to provide necessary match funding to the NLHF grant.

Volunteer Development:

- Identify and develop a range of opportunities for volunteers of all backgrounds to engage with the heritage collections and heritage-related activities, both short-term (ie during the 18 month Development Phase) and longer term, once the site is open.
- Work closely with Towner's Visitor Services Manager to broaden the diversity of the volunteer team, through targeted marketing and networking, so that it better reflects the demographics of Eastbourne, and currently under-represented target audiences.
- Work closely with the Visitor Services Manager to deliver a supportive and effective induction programme for heritage volunteers and provide ongoing support, training and guidance.
- Identify and implement formal and informal training opportunities for volunteers interested in developing skills in heritage-related activities.

- In collaboration with Towner’s Skills and Opportunities Producer, support any recruited Heritage Trainees or Apprentices, ensuring they are equipped and have a quality experience within Towner.
- Be alert to opportunities to develop further Heritage and Arts-based traineeships across Towner.

General:

- Proactively promote diversity, inclusion and equality of opportunity in service delivery in all aspects of the role in line with Towner’s policies, training and procedures.
- Participate fully in promoting a culture to protect the safety and health of yourself, colleagues, visitors and participants.
- In line with Towner’s ‘Think Green’ policy ensure all activities are planned to have neutral or minimal environmental impact.
- Undertake such other duties and responsibilities commensurate with the role.

Person Specification

	Essential	Desirable
Knowledge & Experience	<p>Demonstrable experience in curatorial work, collections care, or interpretation within a museum, heritage site, or cultural organisation.</p> <p>Evidence of continuous professional development in heritage, interpretation, or curation.</p> <p>Sound understanding of best practice for collections management and documentation.</p>	<p>Formal qualification in Museum/Heritage Studies or a related discipline.</p> <p>Experience of using a Museum Collection database (TMS, MODES).</p> <p>Experience of working on a NLHF project.</p> <p>Understanding of audience development strategies and evaluation methods.</p>

	<p>Experience of art/object handling, packing and storage.</p> <p>Experience developing and delivering engaging interpretation for diverse audiences (exhibitions, tours, digital media, labels, trails, etc).</p> <p>Proven ability to research and communicate complex heritage stories in accessible and inspiring ways.</p> <p>Experience collaborating with internal teams, volunteers, and external partners.</p> <p>Project management experience, including budget monitoring and reporting.</p> <p>Experience of supporting volunteers.</p> <p>Awareness of equality, diversity, and inclusion, particularly in the context of heritage presentation.</p> <p>Experience of using digital platforms for meetings and talks.</p>	<p>Experience of working with creative artists to develop projects.</p> <p>Experience of working with communities to co-curate projects and interpretation.</p> <p>Experience of using digital interpretation tools.</p> <p>Experience of delivering training.</p> <p>Competency in working with digital images and using image software such as Adobe photoshop.</p> <p>Experience of contributing to grant applications.</p>
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<p>Skills & personal qualities</p>	<p>Excellent research, writing, and storytelling skills.</p> <p>Strong communication and presentation skills, adaptable for different audiences.</p> <p>Ability to manage multiple projects, prioritise workloads, and meet deadlines.</p> <p>Proficiency with Microsoft Office systems (particularly Excel) and a willingness to learn new programmes as needed.</p> <p>Highly organised, with proven ability to manage and prioritise a varied workload to tight deadlines.</p> <p>Excellent attention to detail.</p> <p>Pro-active and self-motivated.</p> <p>Ability to stay calm under pressure.</p> <p>Versatile team player with a collaborative and supportive approach.</p> <p>Personal commitment to inclusivity, accessibility, and community engagement.</p>	<p>Interest in contemporary art.</p>
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