

## **LEARNING AND INTERPRETATION OFFICER**

### **Background to the post**

Since 2014, Gairloch Heritage Museum has been working on a £2.3m project to relocate from nineteenth century traditional steading buildings to the imposing, redundant Anti-aircraft Operations Room (AAOR), dating from the Cold War era, in the centre of the village. We have now been awarded a Round 2 pass from the Heritage Lottery Fund to embark on the delivery phase of this exciting and challenging project and are attracting significant funding from other public and private sources of finance. Our aim is to provide a centre for cultural heritage and education, and a landmark visitor attraction that will help the diverse townships of Gairloch Parish to flourish in the 21st century.

The Museum has a full-time curator who has professional responsibility for the conservation, care and presentation of the Museum collections and managerial responsibility for the efficient day-to-day running of the Museum as a public visitor attraction and learning and research facility.

To help us achieve our ambitions, we require a committed and experienced individual to work on two specific aspects of the project:

- i) to drive a wide range of heritage participation and learning activities and related, audience-focused interpretation for our visitors and local communities as outlined in the Activity and Interpretation Plans. We particularly wish to extend our work with families, schools, young people and the Further Education sector.
- ii) in close collaboration with the full time curator to refine and implement GHM's interpretation strategy and develop the interpretive exhibition content for the new museum, working closely with the appointed architects and exhibition designers throughout the design and build process.

This 24-month fixed term post, partially funded by Museums Galleries Scotland, is crucial to the Heritage Lottery Fund (Scotland) funded redevelopment of the Museum in accordance with the highest professional requirements and accreditation standards. The new Museum is scheduled to open for Easter 2019.

## Post specification

<b>Responsible to</b>	The Board of the Gairloch and District Heritage Company
<b>Location</b>	Achtercairn, Gairloch, Wester Ross. IV22 2JH
<b>Contract</b>	24 month, fixed term contract. Full-time. (35 hours pw.) Annual leave: 20 days + 10 days local and public holidays
<b>Salary</b>	£21,000 per annum
<b>Terms and Conditions</b>	The post holder will work to the Museum's Policies and Guidance and within the agreed Contract of Employment.

<b>Responsibilities</b>	<b>Key Tasks</b>
A: To project manage all processes for development and implementation of the Interpretation Plan	<ul style="list-style-type: none"> <li>❖ Work with the Curator, volunteers and subject experts to identify and document interesting stories illustrating the history of the parish</li> <li>❖ Work with the Curator, volunteers and subject experts to identify objects, images, AV and other materials that will convey the content of the exhibition</li> <li>❖ Work closely with the Curator and exhibition designer to develop and implement the exhibition briefs</li> <li>❖ Contribute to the development of proposals for new interactive exhibits, AV displays and web-based resources</li> <li>❖ Draft text for object labels, text panels, educational resources, interactive exhibits and family activities</li> <li>❖ Test proposed content, designs, draft text and prototype exhibits with the community and museum visitors to ensure that they are appealing, accessible and will deliver their intended learning outcomes</li> <li>❖ Manage permissions clearance for music, audio and AV material for the exhibition as required</li> </ul>

<p>B: To project manage all processes for the development and implementation of the Activity Plan, including working with volunteers and trainees</p>	<ul style="list-style-type: none"> <li>❖ Work with the project team to implement the Volunteer Training Programme, especially in relation to the delivery of the learning programme</li> <li>❖ Identify, define and support volunteer tasks and opportunities for heritage learning to deliver the Activity Plan</li> <li>❖ Design a programme of workshops and activities to engage a diverse range of target audiences including families, teachers and students</li> <li>❖ Establish and maintain good working relationships with GHM's existing and new project partners</li> <li>❖ Identify partners and channels for developing new audiences among schools, families and under-represented groups, ensuring all projects meet the needs of these audiences</li> <li>❖ Help promote heritage activities and events</li> <li>❖ Organise events and meetings relevant to the role and attend as required</li> <li>❖ Ensure all activities are monitored and evaluated in accordance with the evaluation strategy set out in the Activity Plan</li> </ul>
<p>C: To support applications for funding and grants for the Development Project</p>	<ul style="list-style-type: none"> <li>❖ Help to identify opportunities for relevant funding applications within the 'museum' sector (eg AIM; MGS)</li> <li>❖ Prepare detailed evidence for funding submissions and, where appropriate, lodge funding applications in consultation with the Museum Curator and Secretary</li> </ul>
<p>D: To inform and work with the Museum Board and relevant working groups</p>	<ul style="list-style-type: none"> <li>❖ Attend meetings of the Museum Board &amp; Project Development Group, providing reports of current activities and relevant issues</li> <li>❖ Contribute, as appropriate, to all discussions relating to the presentation and interpretation of the Museum collections</li> </ul>
<p>E: To undertake professional development activities appropriate to the role</p>	<ul style="list-style-type: none"> <li>❖ Undertake self-supported study and reading to keep abreast of current developments in the field of museum practice</li> <li>❖ Attend meetings of the Highland Museums Forum and other bodies as appropriate for liaison and mutual support</li> <li>❖ Identify and attend training sessions which contribute to the development of the Museum, and its Learning and Interpretation Officer, as agreed with the Chairman of the Board and Curator.</li> </ul>

## Person specification

<b>EDUCATION</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Degree level in museum studies, history or a related field	√	
Post-graduate qualification in a museum or heritage discipline		√
<b>KNOWLEDGE/EXPERIENCE</b>		
Experience of working in the museums or heritage sector	√	
Knowledge of Scottish social history and empathy with Gaelic culture (though need not be a Gaelic speaker)		√
A track record of working with, developing and motivating volunteers	√	
Proven experience of, and enthusiasm in, using a range of tools and techniques to engage diverse audiences, together with an understanding of the potential barriers to engagement	√	
Practical knowledge of visitor behavior and oral history research methods		√
A flair for original and engaging presentation and interpretation in both permanent and changing displays	√	
Experience of exhibition development and the ability to co-ordinate the diverse aspects of an exhibition development process	√	
Understanding and practical experience of museum interpretation and informal learning	√	
Experience/understanding of SPECTRUM museum collections management standards		√
Experience of Adlib cataloguing software		√
Understanding of the requirements of grant applications within the museum and/or heritage sector to be able to contribute to relevant funding requests		√
<b>SKILLS</b>		
Self-motivated, with strong planning and organisational skills	√	
Able to work to tight deadlines and to react positively to change and uncertainty	√	
Possessing strong analytical and problem-solving capabilities	√	
Good team worker, with excellent interpersonal skills	√	
Excellent communication skills, confident and competent in engaging a diverse range of audiences	√	
Able to work effectively with subject specialists and external organisations	√	
Administratively 'self-sufficient' with IT skills to manage i) standard Documentation / Collections databases ii) word processing and basic databases for day-to-day needs iii) email and social media communications	√	
Desire and ability to live in a rural environment with limited public transport	√	

## APPLICATIONS

If you require further information about Gairloch or the advertised position or would like to visit Gairloch Heritage Museum with a view to applying, please email [info@gairlochheritagemuseum.org](mailto:info@gairlochheritagemuseum.org).

Further details on our redevelopment project can be found on our website at <http://www.gairlochheritagemuseum.org/redevelopment.html>

Your application should include a covering letter outlining your suitability for the job, Curriculum Vitae and the details of two referees and should be submitted by email to: [info@gairlochheritagemuseum.org](mailto:info@gairlochheritagemuseum.org)

The closing date for applications is Monday, 14<sup>th</sup> August 2017.  
Interviews are scheduled to be held in Gairloch in the week commencing 28<sup>th</sup> August.  
Only candidates invited to interview will be notified.