

# Advertisement: Freelance Museum Curator

## Staffordshire Yeomanry Museum, Stafford

Are you an experienced museum professional looking for a flexible, high-impact role?

### The Opportunity

The Stafford Yeomanry Museum Trust is seeking a forward-thinking, qualified **Freelance Curator (3+ years' experience)** to champion the care, strategic development, and interpretation of our comprehensive, accredited collection.

Housed within the spectacular historic setting of the Ancient High House, this position offers an exceptional opportunity to lead collections care while collaborating with an engaging Board of Trustees, a dedicated volunteer team, and major regional partners like **Staffordshire History Centre** on our recently launched archive project.

### Details

- **Location:** Ancient High House, Green gate Street, Stafford (Top Floor)
- **Hourly Rate:** £29.00 to £31.00 per hour depending on experience (4 hours per week, flexible pattern)
- **Status:** Freelance Contract - a 12-month fixed-term agreement with a 3-month trial period and an option to renew.

### Core Focus & Work Pattern (4 Hours per Week)

Leading with trusted independence, you will maintain our essential curatorial standards. As this is a 4-hour-per-week role, tasks are managed rotationally across the year according to museum priorities—you are not expected to deliver all areas simultaneously and are able to seek the support of small group of volunteers ( and trustees).

### Core Priorities

- **Collections Care:** Maintain and oversee records aligned with **SPECTRUM 5.1** standards.
- **Preventative Conservation:** Monitor **Integrated Pest Management (IPM)** routines tailored to our historic timber-framed environment.
- **Governance & Liaison:** Provide curator guidance via quarterly Trustee reporting and support key flagship events (e.g., Annual Lecture).
- **Volunteer Mentorship:** Support and inspire our small volunteer group to handle day-to-day research and public enquiries.
- **Project Delivery:** Lead on 'discrete' operationally based projects to improve collections care and visitor engagement e.g., archive project.

### What You Bring

- A minimum of **3 years of professional curatorial experience** within an accredited museum environment.
- Relevant knowledge of UK Museum Accreditation, SPECTRUM standards, and preventative conservation.
- Strong interpersonal skills to mentor volunteers, connect with local partners, and provide oversight for basic shop/gift financial administration (including Gift Aid).
- Experience of leading and managing operationally based museum projects.

### How to Apply

To request more details please contact to [info@staffordshireyeomanrymuseum.co.uk](mailto:info@staffordshireyeomanrymuseum.co.uk)

Submit your CV and a brief covering letter outlining your freelance availability and experience to

[info@staffordshireyeomanrymuseum.co.uk](mailto:info@staffordshireyeomanrymuseum.co.uk)

**Closing Date:** Friday 7<sup>th</sup> August 2026 by 2pm

# Job Description: Part-Time Museum Curator

Staffordshire Yeomanry Museum, Stafford

## Role Summary

An exciting opportunity has arisen for a qualified, forward-thinking Museum Curator (Freelance) to lead the collections care, interpretation, and strategic development of a comprehensive and highly regarded military collection. Housed on the top floor of England's spectacular, historic Ancient High House in Stafford. This role is ideal for a professional with a minimum of 3 years of curatorial experience looking to build a profile in partnership working with an accredited museum.

Working closely with a supportive, highly engaged Board of Trustees and a dedicated, passionate small group of volunteers, the postholder will champion the museum's mission to preserve and share our rich military history. This role offers exceptional scope for impactful network collaboration, working in dynamic partnership with stakeholders such as Freedom Leisure staff at Ancient High House, the recently launched Staffordshire History Centre archive project, funders Army Museum Ogilby Trust (AMOT), and wider engagement with the Staffordshire History Network.

- **Working Pattern and Terms Status:** Freelance Qualified Curator. A 12-month fixed-term agreement with a 3-month trial period and an option to renew.
- **Basis:** 4 hours per week (flexible pattern to be agreed; occasional evening/event attendance required). To maximise the 4-hour framework, the Curator will work with the Board to prioritise tasks against core strategic goals, rather than executing all duties simultaneously.
- **Remuneration:** Dependant on experience, ranging from £29.00 to £31.00 per hour.
- **Location:** Based at the Ancient High House, Stafford
- **Physical Demands:** May involve occasional manual handling, working within historic collection stores, and regional travel for meetings, outreach, or research.

**Key Responsibilities** include:

### 1. Collections Care & Management

- **Accreditation Standards:** Manage, document, and care for the comprehensive military collection in compliance with Museum Accreditation UK standards, agreed institutional policies, and statutory legal requirements.
- **SPECTRUM Compliance:** Maintain accurate catalogue records, object histories, condition data, and location tracking for all artefacts and archives, ensuring alignment with the SPECTRUM standard.
- **Asset Lifecycle:** Oversee collection-based acquisitions, disposals, and incoming/outgoing loans, conducting historical research and due diligence with volunteer support.
- **Preventative Conservation:** Proactively monitor collection risks, utilising gallery, displays and overseeing storage invigilation, routine housekeeping, and robust Integrated Pest Management (IPM) to protect organic materials from the biological vulnerabilities inherent to a historic timber-framed environment.
- **Security & Safety:** Contribute actively to health and safety, security, and emergency salvage planning, in close liaison with Ancient High House/Freedom Leisure management.

## 2. Interpretation & Displays

- **Exhibition Development:** Drive the curation of permanent displays e.g., updated graphics and interpretation, and creative temporary exhibitions, translating complexity of Staffordshire Yeomanry's local soldier's stories against backdrop of military history on a world stage - producing accessible, engaging physical and digital narratives as part of long-term planning.
- **Specialist Handling:** Oversee the safe movement, storage, and mounting of sensitive artefacts, collaborating with external conservation specialists and specialist suppliers when required.

## 3. Public Engagement, Marketing & Volunteer Support

- **Content Creation:** Conduct original research into the collection, (including archives in liaison with Staffordshire History Centre) to generate vibrant, accessible content for object labels, public talks, guided tours, learning materials, and for the museum's digital platforms (Website, Facebook, etc.).
- **Enquiry Management:** Provide timely, professional responses to research, academic, public, and internal collections enquiries with support of volunteers.
- **Educational Outreach:** Collaborate on visitor experience, and with learning specialists i.e. Ancient High House staff, and community partners to deliver high-quality educational talks, school visits, and local commemorative programming, where hours permit
- **Volunteer Mentorship:** Supervise, support, and inspire the museum's dedicated core of volunteers, promoting interns, and placement students, and fostering an inclusive environment for collections and public-facing work.
- **Ambassadorial Representation:** Serve as the professional face of the museum with donors, veterans' associations, researchers, the local community, and professional bodies such as Midlands Museum Development(MDM) and AMOT, including the Old Comrades Association and serving squadron of the Royal Yeomanry based at Dudley HQ.

## 4. Governance, Fundraising & Stakeholder Engagement

- **Executive Reporting:** Compile and present an appropriate quarterly Curator's Report to the Board of Trustees, providing curatorial advice, collections performance metrics, and strategic updates.
- **Income Generation:** Support the museum's sustainability by providing essential curatorial evidence, impact data, and research to help produce and support grant bids, fundraising applications, and partnership projects.
- **Operational Project Management:** Manage and lead on operationally based projects—such as gallery updates, storage reorganisation, or digital transition projects—ensuring delivery on time and within budget by leveraging volunteer and partnership resources.
- **Flagship Event Support:** Act as the curatorial anchor for the Trustee-led Annual Lecture Fundraiser. While the Board leads organisation and venue coordination, the Curator offer essential pre-event planning and on-the-day operational support (including volunteer coordination, pop-up displays, book sales, and VIP welcome duties).

# Person Specification: Freelance Museum Curator

## 1. Education, Qualifications, and Training

- **Essential:** A university degree and, or master's in museum studies, Heritage Management, History, or a closely related discipline, or equivalent professional experience.
- **Essential:** Demonstration of ongoing professional development in collections care, digital curation, or museum standard compliance.
- **Desirable:** Associate or Full Membership of the Museums Association (AMA).

## 2. Experience and Knowledge

- **Essential:** A minimum of **3 years of professional experience** working in a qualified curatorial or collections management role within an accredited museum environment.
- **Essential:** Understanding of and structural knowledge of the **UK Museum Accreditation Standard** and proficiency of the **SPECTRUM 5.1** (Collections Trust) collections management framework.
- **Essential:** Proven track record of executing or managing **Integrated Pest Management (IPM)** and preventative conservation cleaning routines, with an understanding of managing collections inside sensitive historic or timber-framed environments.
- **Desirable:** Direct experience working with **military history collections**, firearms/weapons compliance (if applicable), medal cataloguing, and or regimental archives.
- **Desirable:** Experience working within regional heritage networks, such as Museum Development regional provider(s), Army Museums Ogilby Trust (AMOT) and Staffordshire History Network.

## 3. Public Engagement and Communication

- **Essential:** Demonstrated success in producing accessible physical displays, temporary exhibitions, object labels informed by collection and archives held. In addition, identify and create (with volunteer support) engaging digital media e.g., Facebook, Website etc.
- **Essential:** Excellent verbal and written communication skills, confident in delivering public talks, answering multi-level academic research enquiries, presenting and writing executive updates/reports for a **Board of Trustees**.
- **Desirable:** Experience organising, supporting, or delivering museum public programming, community school workshops, or high-profile lecture events by coordinating volunteer input.

## 4. Leadership, Administration, and Stakeholder Skills

- **Essential:** Exceptional interpersonal skills with a proven ability to lead, mentor, and motivate a passionate but **small team of volunteers** and, or student interns to deliver day-to-day museums tasks

- **Essential:** Directed autonomy and reliable time-management skills, capable of prioritising and delivering key curatorial standards within a tight 4-hour weekly freelance framework.
- **Essential:** Trustworthy financial aptitude, including the ability to oversee cash-handling of shop/publication sales, processing of donations, and maintaining basic Gift Aid records supported by Treasurer.
- **Essential:** Proven ability to independently manage and lead on operationally based heritage or museum projects from inception to completion by effectively leveraging volunteer and partner resources.
- **Desirable:** Track record and, or experience assisting with or writing successful external grant funding applications.

## 5. Physical and Operational Requirements

- **Essential:** Willingness and physical ability to undertake object handling, basic box lifting, and working within compact historic collection and archive store.
- **Essential:** Flexibility to provide pre-arranged evening and weekend support for high-profile events (such as the annual fundraising lecture or the Old Comrades dinner with hours adjusted accordingly within the freelance agreement).