



Garden City Collection

COLLECTIONS OFFICER

Letchworth Garden City

Full time, 35 hours per week (some weekend & evening work will be required)

18 month contract

ABOUT US

Here at Letchworth Heritage Foundation we have a vision to make Letchworth, the world's first Garden City, a great place for everyone to live, work and visit!

We work tirelessly to manage our local property portfolio to generate income which we invest back into the community and landscape of Letchworth Garden City.

Whether it is managing our portfolio, servicing our customers at our venues or providing heritage advice all our teams play an integral part in our amazing journey and now is a really exciting opportunity to be part of our incredible journey.

ABOUT THE ROLE

Following a successful bid from the National Lottery Heritage Fund's 'Dynamic Collections' programme, we have ambitious plans and are seeking a museum professional to help make this happen.

The project consists of three strands, all taking place over an eighteen month period between October 2023 and March 2025:

'Uncovering Letchworth' is an 18-month project which will:

- Collaboratively explore our collections with new audiences, working in range of community settings
- Enrich our collections by discovering unrepresented local stories, celebrating them via a series of co-created engagement projects, community led exhibitions and special events.

'Uncovering Letchworth' will:

- Enhance representation within our collections

- Assemble a strong network of diverse partners, growing our audiences, participants and advocates for the future
- Provide vital care for our collections
- Embed co-creation at the heart of our ongoing practice
- Improve our resilience as a service, providing a valued, relevant and accessible resource for our community.

The project will work with three key stakeholder groups:

1) **Community Curators**

A new team of 20 volunteer 'Community Curators' will be engaged from diverse cultural and low socio-economic backgrounds in Letchworth. Inspired by our collection, Community Curators will explore their own lived experience in a series of co-created exhibitions, talks and celebration events at our museum, online and in community settings.

The Community Curators will join our developing volunteering fold, continuing to shape our programming and organisational practice long after 2025.

2) **Young Curators**

We will recruit four, local, 16-25 year olds from a range of different backgrounds, bringing a younger voice and fresh perspectives to our collection.

The Young Curators will:

- Gain skills in collections care
- Research and co-produce responses around a proposed theme: 'Growing Up in Letchworth', drawing on items from the collection, contributions from the community, and their own personal reflections and experiences
- Co-create four videos, to share across existing and new social media channels.

Our longer-term ambition is for Young Curators to become part of our annual programming, with a new cohort each year.

4) **Junior Curators**

We will work with children from two Letchworth schools situated in areas of significant socio-economic deprivation.

Our 'Junior Curators' will offer a snapshot of Letchworth in this post-Brexit, post-Covid moment, seen through the eyes of the next generation. We will use objects from our collection as inspiration, with children curating their own responses, using writing, photos, drawings and creative arts activities to reflect their Letchworth experience to date. The work produced will be displayed in our Museum and within the schools involved, shared via special events with wider community, parents/carers and peers.

The work will stimulate engagement with our service from a new, younger audience from previously unrepresented communities within Letchworth.

This Role:

To support 'Uncovering Letchworth', we will recruit a new full time **Collections Officer** for 18 months to:

- Conduct a three-month collections review
- Engage the three new teams of 'Curators'
- Identify and research aspects of the collection that have been under-represented
- Embrace evaluation as a core component of the project from start to finish
- Share the process throughout online on our social media and within the museum

KEY DELIVERABLES

- *Working with the Heritage Manager and Cultural Learning Officer, project manage and deliver the project strands outlined above*
- *Work with members of the community on co-curated content in different media/spaces out in the community, working with different partners and stakeholders.*
- *Work with the Cultural Learning Officer and an Artist/Facilitator on the 'Junior Curators' project strand, between January and July 2024.*
- *Work with the Research & Evaluation Manager to get feedback from participants and visitors.*
- *Work with the independent evaluation consultant in helping to produce the final report.*
- *Share project/progress on social media.*
- *Support the Heritage Manager and existing volunteer team on collections care and cataloguing, helping to achieve re-Accreditation in 2024.*
- *Help to develop and deliver our Collections Action Plan, ensuring compliance and best practice, enhancing our work to create a more representative, impactful and dynamic collection.*

ABOUT YOU

Behaviours

- You have the drive and ambition to reach out to communities to foster their engagement
- You are ambitious and tenacious with strong planning skills
- You have a passion for helping people access and enjoy museum collections
- You are willing to work flexibly

Experience

- Previous experience of delivering museum collections-based engagement activities and projects is desirable
- Demonstrable experience of co-curation activities with diverse communities is desirable
- Track record of designing and implementing a programme / project

Skills

- You can communicate effectively and build lasting relationships with a wide range of stakeholders
- You can define and deliver a programme / project
- You are interested in and have knowledge of arts, culture and heritage sectors

BENEFITS

At Letchworth Heritage Foundation we are looking to evolve our benefits for our people. Our employees are the key to our success. Our office is designed for collaboration not to mention our limitless coffee and tea!

All our colleagues are offered a benefits package of:

- 27 days holiday plus bank holidays
- Medical Insurance
- Company Pension
- Life Assurance
- Gym Membership
- Cycle to Work Scheme
- Employee Assistant Programme

EQUAL OPPORTUNITIES

Whether it is creating diversity in our services or building new teams, we care about our people and the opportunities they have.

We are committed to equality of opportunity across our organisation. At all levels we promote equality, ensuring our people are consistently treated in a fair and equal manner.

DISABILITY CONFIDENT

We are proud to be a disability confident employer committed to supporting candidates with disabilities throughout our recruitment and selection process. If you require any reasonable adjustments to support your application please do not hesitate to get in touch.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all our colleagues to share this commitment.

FLEXIBILITY

We understand that you might need a little help balancing your work and home life. Many of our colleagues work flexibly in many different ways. Please feel free to talk to us about the flexibility you may need; we're happy to explore what's possible for you and the role.

APPLICATION

It's easy to apply. All you need is an up to date CV and a supporting statement outlining your interest in the role and how you meet the role's criteria. Email: hr@letchworth.com