

28th September 2009

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Dear Candidate

Thank you for enquiring about the vacancy within the Museums Collection Team for a Natural Life Curator, with a specialism in botany.

Background to the post:

As part of a restructuring of Environment and Heritage Services in 2008, the Natural Life team was incorporated within a newly developed Collection Team, focussed on the curatorial care, access and development of our reference and wider collections.

We are now looking for an enthusiastic and dedicated curator with proven collections management skills, a flair for exhibitions, a love of communication and great interpersonal abilities to join the Museums Collections Team.

As an experienced curator you will have a good understanding of systematic botany, including lower plants. You will manage and develop our botany collections for current and future use. An enthusiasm for collections development will be essential for contributing to the communication of natural history in flexible, diverse ways. This is an exciting time for museum collections in Leicestershire, being at the heart of all that we do.

In summary:

- You will be responsible for the lead on natural history collections care, with particular responsibility for the botanical element of our natural life collections, which includes a nationally important lower plant collection.
- You will create exhibitions and interpretative material; contribute to and deliver public talks and events and promote the collections to as wide an audience as possible.
- You will promote access to the collections; and ensure a high standard of collections care, data and information management.
- You will work closely with our dedicated team of experts, volunteers and special interest groups.
- You will have experience of working in an accredited museum, and be able to demonstrate good organisational, communication and I.T. skills.

Additional information

As part of the wider Leicestershire Museums Service review of policies, standards and accreditation standards procedures, we are currently reviewing our Collections Management Policy and Plan in light of this new structure and emerging priorities. This work is being done in consultation with the Leicester City Museums Service (LCMS), who support this review and the proposals outlined.

The Curator Natural Life (Botany) post will work with colleagues within the county Natural Life team and Leicester City Museum services to complete collections sharing activities with LCMS, ensuring agreements and timetables are met, objects and archives are moved, documentation is updated, and appropriate storage facilities are available. Part of this work will involve ensuring the most efficient care and use of the botany and geology collections and sharing of collections accordingly. This will involve focusing expertise within the City and County services. The City Service will in future lead on geology and mineral collections and your work will need to ensure completion of the this agreement between 2010-2012.

The appointment process

This is a two stage appointment process. Candidates will be short listed by application form. Short listed candidates will be invited for interview.

The interviews will be over two days to ensure you have a chance to meet colleagues, user groups, view the collections and get a true flavour of joining Leicestershire County Council.

Dates for interviews are:

Tuesday 3rd November and Wednesday 4th November

Candidates are required to attend both days.

We are sorry, but due to the nature of the interviews, the panel will not be able to offer alternative dates for this post.

The interviews will be held at the two sites that the post is currently based (this is subject to the current Leicestershire County Council accommodation and storage review).

We will be asking you to give a presentation to a user and curatorial panel (feedback from this panel will inform the appointment process).

There will also be an assessed test focussed around the collections. Details are outlined below.

We will provide a lunch on the first day where we will be joined by colleagues, volunteers and users of the collections. This lunch will be part of the wider interview process.

Finally there will be a formal interview on the second day.

On day one you will be required to make a 10 minute presentation on the theme of

Making botany collections sustainable

A laptop and data projector will be available.

After lunch you will be required to undertake a 30 minute practical test with specimens from our collections.

The overall timetable for the 3rd November:

10.00am Welcome and Presentation about the Collections Team Priorities for the Future - Philip Warren (Principal Curator)

10.15am -10.45 am Tour of the CRC

11.00am-1.00pm 10 minute presentations from the candidates at allocated times

1.00pm lunch

2.00pm Practical tests at allocated time slots

Each candidate will receive timeslots for presentations, tests and interviews. We will do our utmost to consider distances of journeys and accommodate this.

We look forward to receiving your application.

Yours faithfully,

Philip Warren
Principal Curator Collections Team