



Kegworth Heritage Centre Collections Manager Role Description

It's an exciting time at Kegworth Heritage Centre as we get ready to reopen to the public in 2023. We are looking for a team of volunteers to help achieve our vision of making KHC a community centre for all to enjoy and benefit from. As the Collections Manager you will initially be involved by working with the trustees to:

- Help to get the museum ready to open, including cleaning and rearranging displays and exhibits
- Participate in the digitisation and cataloguing of the collection to accreditation standards
- Assist in the preservation and curation of exhibits
- Help with the accessioning of new artefacts and de-commissioning of superfluous artefacts

Looking further forward the successful applicant will take over the responsibility and ownership of managing the collection and join the board of trustees. To this end, training will be provided in the management and care of collections, so we see this as a long-term commitment to KHC. Existing experience in collections management would be a huge benefit.

Personal development opportunities

- A unique and exciting opportunity to be part of the relaunch of Kegworth Heritage Centre.
- Gain experience of the heritage sector and in supporting the running of a volunteer led museum
- Learn how to manage and care for a heritage collection

When: Now!

Where: Kegworth Heritage Centre, 52 High Street, Kegworth, Leicestershire, DE74 2DA

Is this you?

- Willing to learn about Kegworth Heritage Centre and the care of its collections and displays
- Friendly, reliable, enthusiastic and over 18
- Enjoy working as part of a team
- A passion for and long-term commitment to the work of the museum

If this sounds like you, or you would like to find out more, please get in touch by contacting us at ally@kegworthmuseum.org.uk and include KHC Collections Manager in the subject heading