



Welcome

On behalf of the team here at Newton Abbot Museum, I'm pleased you're considering joining us. This is an exciting time for our museum as we complete the construction phase of the National Lottery Heritage Funded project to build our new state of the art collections store. This will enable us to work with our community in new and inspiring ways.

We're passionate about the stories our collection holds and the impact it can have, and we're looking for an organised and effective Freelance Collections Manager to help us reorganise and relocate the collection into its new home.

If you're someone who is enthusiastic about culture, thrives on developing and managing collections, and enjoys seeing the tangible results of your work, then we encourage you to apply.

Best wishes

Dr Charlotte Dixon
Curator

Freelance Collections Manager



Newton Abbot Museum

Job Title: Freelance Collections Manager

Reports To: Curator

Day Rate: £210 a day

Hours: 3 days per week for 2 years

Location: Onsite at Newton Abbot Museum

About Newton Abbot Museum

Funded by the Town Council, Newton Abbot Museum is a high quality and imaginative, free-entry museum that explores the history of the town and the local environs. From early settlement to the coming of the railway and beyond to the present day, the museum tells the stories of local lives, industries and places that have helped to shape Newton Abbot over time.

The museum opened to great acclaim in 2020 with the refurbishment of a grade II listed Victorian church funded by the NLHF, a broad range of other funding bodies and much community support. The new museum space, along with Town Council offices and community rooms, is located in the town centre. The move has resulted in visitor numbers increasing significantly from 2,000 per annum to over 15,000 in the last year with visitors enjoying the modern interpretation and interactivity the new displays offer. There is also an innovative and varied programme of creative and engaging events driven by the team's desire to collaborate with the community they serve.

This Collections Management Role will be an integral part of the strategy for the next exciting phase of development as the team at Newton Abbot Museum complete the construction and fit out a state-of-the-art collection store for the National Lottery Heritage Funded Project '*What's in Store?*'.

Role Description

We are seeking an experienced and enthusiastic Collections Manager to lead the stewardship, development, and accessibility of the museum's collections. This is a pivotal role that combines strategic leadership with hands-on collections management, ensuring that our collections are preserved, documented, and shared to the highest professional standards.

Working closely with the Curator and museum staff and volunteers, you will oversee all aspects of collections care, documentation, access, and compliance, helping to shape the future direction of the collection and its role within the community.

Key Responsibilities

Collections Leadership and Development

- Lead the strategic management and development of the museum's collections in line with the Collections Development Policy and organisational objectives.
- Identify opportunities to enhance, interpret, and increase access to the collection.
- Advise on acquisitions, disposals, loans, and collections rationalisation projects.
- Contribute to the museum's strategic planning, accreditation, and organisational development.

Collections Care and Preservation

- Lead the museum's collections care programme, ensuring the highest standards of preventive conservation.
- Establish and monitor environmental conditions and implement measures to protect collections from deterioration.
- Oversee integrated pest management and emergency preparedness procedures.
- Assess conservation priorities with the Curator and coordinate specialist conservation work where required.
- Ensure the safe handling, transport, storage, and display of collections.
- Manage and maintain storage areas to ensure they are clean and accessible at all times.

Collections Documentation

- Oversee and maintain the accuracy and development of the museum's collections documentation systems.
- Lead cataloguing and documentation improvement projects.
- Oversee the use and development of the museum's collections management database.
- Ensure compliance with Spectrum standards and accreditation requirements.
- Manage all loan documentation, condition reporting, and movement records.

Collections Access and Use

- Champion access to the collection for researchers, volunteers, and the public.

- Support exhibitions, interpretation projects, learning programmes, and digital initiatives.
- Respond to enquiries and facilitate research access to collections.
- Develop opportunities for greater public engagement with collections both onsite and online.

Policy and Procedure

- Contribute to the development and review of collections-related policies, procedures, and guidance.
- Ensure compliance with legal, ethical, and professional standards governing museum collections.
- Support the museum's Accreditation requirements and sector best practice.
- Maintain awareness of developments in collections management and museum practice.

Team and Project Management

- Supervise and support volunteers, work experience students and staff involved in collections work.
- Manage and support collections-focused projects from planning through to delivery.
- Contribute to funding applications and project development where appropriate.
- Act as a representative of the Museum in external meetings.

Other Duties

- Participate in museum planning and strategic initiatives as required.
- Maintain and share professional knowledge through ongoing training and professional development.
- Undertake other duties as reasonably requested by the Curator.

Person Specification

Essential

- Degree-level qualification in Museum Studies, Collections Management, History, Archaeology, Art History, or a related discipline.

- Significant experience managing museum collections within an accredited museum environment.
- Strong knowledge of Spectrum standards, collections documentation, and museum accreditation requirements.
- Demonstrable experience of collections care, preventive conservation, and collections governance.
- Experience using collections management databases, ideally MODES.
- Experience of managing staff or volunteers.
- Excellent organisational, project management, and problem-solving skills.
- Strong communication skills with the ability to engage a wide range of audiences.
- Ability to manage competing priorities and work effectively both independently and collaboratively.
- Commitment to ethical collections stewardship and public access.

Desirable

- Postgraduate qualification in Museum Studies or a related field.
- Experience delivering collections-based projects and grant-funded programmes.
- Experience of collections digitisation and digital engagement initiatives.
- Knowledge of local history and heritage.
- Experience supporting Museum Accreditation processes.

To Apply:

Please submit a CV and covering letter outlining your relevant experience and skills, and why you are interested in this role, to museum@newtonabbot-tc.gov.uk

Closing Date: Friday 21st August 2026

Interview Day: Wednesday 9th September