

## Job Description

<b>Job Title</b>	<b>Boat Collection Manager</b>
<b>Department</b>	<b>Curatorial</b>
<b>Reporting to</b>	<b>Director</b>
<b>Hours</b>	<b>Full-time, 35 hours per week</b>
<b>Contract</b>	<b>Permanent</b>

## Summary

The Boat Collection Manager is responsible for the care, conservation, repair, and restoration of about 160 boats (known as the National Small Boat Collection) and the maintenance of a smaller number of wet boats which can be used for heritage boat trips and participation in sailing events and races, such as Falmouth Week.

As a member of the Museum's Acquisition Committee, the Boat Collections Manager will research and provide advice about acquiring boats which will enhance and strengthen the National Small Boat Collection (NSBC).

The post holder will manage an off-site store and workshop facility at Ponsharden and will programme regular activities in the museum workshop to enrich the visitor experience, as part of the museum's public offer. At both these locations the Boat Collections Manager will have responsibility for statutory health and safety compliance, in liaison with our Head of Commercial Operations and Facilities Manager.

The Boat Collections Manager has line manager responsibility for an Assistant Boat Collection Manager and a team of Boat Collection volunteers, which will include leading boat building projects.

The Boat Collections Manager will be responsible for the National Small Boats Register (NSBR), a database containing information on small craft under 33 ft, ensuring it is regularly updated and accessible to the public.

Supported by the Curatorial team, the postholder will lead on improvements of curatorial standards and procedures for the boat collection.

## **Job role:**

### ***Collections Care:***

- Identify boats from our collection that have the potential for interventive conservation or restoration projects, to prepare them for wet or dry display
- Identify collection needs and develop a collecting strategy to ensure our collections continue to evolve to meet future needs
- Undertake research and consultation to best inform conservation/restoration materials and methods
- Working with the Assistant Boat Collection Manager, ensure all restoration and conservation methods carried out by the team are properly recorded
- Ensure the boat collections are stored and displayed in accordance with current Museum best practice
- Ensure boats on display in the Museum, are clean, safe, and appropriately interpreted, which includes cleaning of our 'hanging' boats, at least once a year
- Ensure regular condition inspections of all wet boats in our collection are conducted; recommend, oversee, and record all restoration, conservation, or repairs, as required with assistance from the Assistant Boat Collection Manager, volunteers and contractors
- Working with the Assistant Boat Collection Manager, coordinate and manage the removal and installation of boats and other objects for new and existing exhibitions

### ***Ponsharden:***

- Responsible for the management of our off-site storage area at Ponsharden, which includes ensuring all activities performed by the volunteer team adhere to our health and safety policy and procedures
- Working with the Assistant Boat Collection Manager, manage the day-to-day operation of the Ponsharden workshop and store
- Working with the Assistant Boat Collection Manager, ensure all risk assessments are in place and reviewed on a regular basis
- Working with the Assistant Boat Collection Manager, ensure the fire evacuation plan is in place and evacuation practices are carried out on a six-monthly basis
- Liaise with the other organisations who use the facilities at Ponsharden, to ensure the site is maintained and kept in good order, reporting any issues or concerns to the Facilities Manager or Head of Commercial Operations
- Ensure the site and workshop is always kept clean and secure

### ***National Small Boat Register (NSBR):***

- Review and maintain the records on the NSBR; a national database containing information on small craft under 33 ft
- Respond to all enquiries, being a point of contact, for the NSBR, ensuring documentation uploaded is accurate and adheres to General Data Protection Regulations
- Assist in reviewing historic significance criteria for small craft and boats

### ***Programming:***

- Working with the Assistant Boat Collection Manager, develop and implement a programme of daily activity for the Museum workshop, which can include restoration of a particular wet or dry boat, demonstrations, or talks
- Advise and support the Head of Public Programming with our exhibition programme, including the display and interpretation of boats
- Working with the Curator and Head of Marketing, utilise our boat collection to engage audiences by sharing compelling stories, making our collection more accessible; this may involve giving press interviews, filming, and supporting media enquiries
- Undertake research and consultation on boats to best inform interpretation for exhibitions

### ***Curatorial:***

- As a member of the Acquisitions Committee, provide boat related information, technical input, and advice, on potential acquisitions to inform the decision-making process, including conducting boat surveys for potential acquisitions
- Supported by the curatorial team, implement the Museum's curatorial policy and procedures according to the highest national museum standards, as outlined by the Accreditation Scheme
- Respond to internal and external enquiries relating to the boat collection including offers to loan or donate boats
- Work with the Curator and Facilities Manager to ensure all objects coming into the Museum store are safe, identifying materials containing asbestos, radiation, insect infestation and other hazardous materials and ensure it is dealt with appropriately
- Review best practice in museums holding boat collections and recommend any improvements which can be made to current practices

### ***Staff:***

- Support and line manage the Assistant Boat Collection Manager and Boat Collection volunteers
- Consult with the Director and Senior Management Team on the boat collection, NSBR, and programming

### ***General:***

- Preparation of reports as and when requested
- Adhere to our health and safety policy and procedures
- Ensure best value for all materials by monitoring ordering and procurement of supplies and services
- Carry out any other tasks that may be assigned to you in line with this role

## Competencies

### *Essential*

- Enthusiasm and passion for historic boats and maritime heritage
- Practical experience of working with, building, repairing, and restoring traditional small boats, especially wooden vessels
- Demonstratable interest in and knowledge of boats and associated materials
- Knowledge of health and safety procedures as they relate to a workshop
- Excellent interpersonal skills, with the ability to work effectively as part of a team
- Ability to relate to and communicate effectively and appropriately with volunteers, boat owners and partner organisations
- Good verbal and written communication skills, with the ability to keep accurate and detailed records
- Experience of high-quality research skills to be able to advise on potential acquisitions
- Attention to detail and ability to organise and prioritise a varied workload
- Must be willing to work with flexibility between the Museum and our offsite storage location
- Must be willing to travel to other museums or donors who hold boat collections
- Must be able to undertake physical work with collections
- Flexible approach to working hours as the occasional weekend, bank holiday or evening working may be required

### *Desirable*

- Ability to handle and move boats from one location to another
- Knowledge of conservation practices
- Experience of working with large and industrial collections
- Practical experience of boat engines
- Sailing experience
- Knowledge and experience of collections care and management
- Experience of curatorial processes, procedures, and current museum standards
- Ability to take high quality photographs and scanning