



Job Description

Job Title:	Project Officer (Graves Gallery)
Responsible to:	Director of Programmes
Responsible for:	Volunteers Work Placements External Contractors and Suppliers
Liaises with:	All Employees at Sheffield Museums External Contractors and Suppliers External partners including Sheffield City Council colleagues

The Job

The purpose of the job is to:

- Develop and support the delivery of a project plan to outline and guide Sheffield Museums' contribution to the feasibility study for the future of the Graves Gallery and Central Library Building, working with Sheffield City Council.
- Work collaboratively with colleagues, communities, artists, specialists, organisations and businesses to explore the potential for Sheffield's visual art collection and the Graves Gallery to be accessible and useful to the widest audiences.
- Liaise closely with external contractors appointed to assess and review the feasibility of the Graves Gallery redevelopment.
- Be responsible for core administration relating to the project including arranging meetings, handling correspondence, following up actions from meetings, compiling strategic documents and other administrative duties as appropriate.
- Support the development of a timescale, project plan and fundraising strategy for the next phases of the project including identifying funders and contributing to/writing fundraising bids.

The Bigger Picture

You will:

- Create and maintain a detailed schedule for the project, outlining roles, responsibilities and deadlines in order to facilitate the successful end to end delivery of Sheffield Museums' contribution to the feasibility project.
- Work with a range of stakeholders to understand and share the importance of Sheffield's visual art collection and the Graves Gallery to Sheffield's heritage.
- Contribute to and deliver against Sheffield Museums' strategic plan with specific reference to Sheffield's visual art collection and the Graves Gallery.
- Develop a network of individuals and organisations that will work together to advocate for the role and importance of Sheffield's visual art collection and the Graves Gallery within the city.
- Research and collate contextual information that will support the development of the project e.g. potential audience data, learning from similar projects, information about the visual art collection.
- Create and process administrative procedures that will ensure the successful delivery of the project.
- Be responsible for developing and monitoring the project's risk register.
- Develop and deepen connections with communities, inspire people to get involved in the development of museums that inspire imagination, creativity and understanding and deliver a vital and relevant service to Sheffield's population.

The Day to Day

You will:

- Manage all aspects of Sheffield Museums' contribution to the feasibility phase of the future of the Graves Gallery.
- Act as a representative and advocate of Sheffield Museums and liaise with external stakeholders and partners including but not limited to universities, community and interest groups, creative practitioners, businesses and specialist network agencies, taking the opportunity to promote fundraising where appropriate.
- Explore and assist with securing resources to support the project.
- Be responsible for your own safety, the safety of colleagues and visitors, taking all appropriate measures required to maintain the security and safety of collections, buildings and people.
- Be available for out of hours emergency call out at all sites as required.
- Undertake any other reasonable duties that may be required by the post holder.

Person Specification

Job Title: Project Officer (Graves Gallery)				
Department: Programmes				
	Essential	Desirable	Method of Assessment	Shortlisting Criteria
Qualifications & Training				
Educated to degree level or equivalent qualification in an arts/humanities subject		x	AF/C	
Project Management qualification		x	AF/C	
Experience				
Experience of capital project development and management and fundraising	x		AF/I	x
Experience in managing relationships	x		AF/I	x
Experience developing and delivering engagement activities that consult with a range of audiences		x	AF/I	
Experience working collaboratively with colleagues and multi-disciplinary teams	x		AF/I	x
Experience of working on a range of tasks to tight deadlines	x		AF/I	x
Experience building networks with communities, businesses and specialists		x	AF/I	
Experience of working with volunteers		x	AF/I	
Knowledge				
Detailed knowledge of visual art	x		AF/I	x
High level of IT literacy, particularly of using the Microsoft Office package (including Excel, Powerpoint, Access and Outlook)	x		AF/I	x
Awareness of health and safety issues		x	AF/I	
Awareness of current trends in engaging people with museums		x	AF/I	
Knowledge of digital opportunities and platforms		x	AF/I	
Working knowledge of collections management databases		x	AF/I	
Skills				
Excellent organisational and administrative skills with the	x		AF/I	x

ability to prioritise and manage multiple projects simultaneously				
Ability to make specialist knowledge of interest and relevance to a wide range of people	x		AF/I	x
Excellent research skills	x		AF/I	x
Excellent written and verbal communication skills	x		AF/I	x
Ability to plan and carry out effective evaluation		x	AF/I	
Behaviours				
Confident about developing effective relationships with internal colleagues, external and community agencies, contractors and partners	x		AF/I	x
An adaptable and pragmatic approach to work that supports the success of the organisation	x		AF/I	x
Evidence of initiative and creativity; the ability to come up with exciting and inspiring ideas and to follow them through to delivery and evaluation		x	AF/I	
Flexible approach to working hours	x		AF/I	x
Ability to work on own initiative and within a team	x		AF/I	x
Highly motivated and quality conscious	x		AF/I	x
Additional requirements of the role				
Willingness to work across all sites as required.	x		AF/I	x
Be available for out of hours emergency call out at all sites as appropriate	x		AF/I	x
Advocate on behalf of Sheffield Museums to support our fundraising objectives, promote our work and signposting supporters to donation channels, as appropriate.	x		AF/I	x

AF = Application Form

I = Interview (This may include a presentation or test)

C = Certification

Date Reviewed	
Reviewed By	