



DR. JOHNSON'S HOUSE

17 Gough Square
London, EC4A 3DE
Tel: 020 7353 3745

Operations and Collections Manager

Full-time, 24-month appointment

Job Purpose:

Dr Johnson's House is a literary historic house museum and an international treasure that presents a range of learning and engagement opportunities that are relevant to today's world. In the middle of the 18th century, this house was home to Samuel Johnson, a much-loved literary giant, and is where he composed his iconic publication, the *Dictionary of the English Language* (1755), amongst many other works. Having been a museum for over 100 years, we are now on the cusp of a transformational initiative to increase access, learning and outreach, as well as diversify and increase audiences and ensure our long-term sustainability. This is a new role that will help to ensure the smooth running of the museum while contributing to the development plans for its future.

About the role:

Located in the heart of the City of London, we are surrounded by potential collaborators and new audiences we wish to connect with, but interest in the House and Dr Johnson's work is international and we intend to capitalise on this. You will help to ensure that our visitors and learning/event participants have a satisfying experience and that the collections and the house itself are cared for appropriately. The projects you will help to develop will have a significant impact on our future through new and ongoing programming and outreach, enhanced accessibility, improved interpretation, and sound business practices. You will benefit from dynamic leadership and will be making a huge difference to an incredibly important site with untapped potential while building and evidencing your skills. This is an outstanding opportunity for an exceptional museum professional to take the next step in their career. Training and mentoring will be provided.

Job description:

Owing to the small size of the organisation, the Operations and Collections Manager has the opportunity to undertake a wide variety of roles and tasks, including front-of-house management, volunteer co-ordination, events programming, collections care management, exhibition installation, marketing, project development, and to day-to-day housekeeping. Specific duties are as follows:

- Management of and communication with a team of c.30 volunteers, including recruitment and training
- Managing front-of-house, include greeting visitors; key-holder responsibilities; responding to queries; staffing the admission desk/shop if necessary (the desk is normally staffed by volunteers); day-to-day cashing up; and data entry
- Providing collections care, cataloguing and access to the collections
- Leading tours, workshops, talks and outreach sessions for adults and children (training will be provided)
- Marketing the House (including writing copy, producing promotional materials, posting on website, social media, creating e-newsletter, etc.)

Lord Harmsworth – President

Stephen Clarke FSA - Chairman

Dr. Johnson's House Trust Ltd.
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- Responsible for IT (including handling shop and ticket sales, email systems, general computer health and, with training, updating the website and maintaining the software for the online digital library catalogue)
- Helping to develop a new website and explore how best to shape digital outreach using platforms such as YouTube
- Managing the Dr Johnson's House shop (ordering shop stock and other supplies, stock-taking, developing the range of products and shop displays)
- Assisting the Director/Curator with activities including organising and delivering the lively events programme; mounting temporary exhibitions and displays and developing a more diverse learning and outreach programme
- Managing private hire and film hire activities (including promotion, booking, supervision, and achieving income targets)
- Deputising in the Director/Curator's absence
- Other duties as require

Person specification:

Essential:

- Educated to degree level in a relevant subject (e.g. History, English)
- Excellent IT skills, including Microsoft Office programmes and digital platforms
- Knowledge of collections care best practice
- Experience of working with volunteers or managing teams (voluntary or paid)
- Experience of working in events or another public-facing role, including public speaking
- Excellent administrative and record-keeping skills
- Superlative verbal and written communication skills
- Enthusiasm and a flexible approach
- Well-organised with a demonstrable ability to prioritise a varied workload
- Proactive and able to work independently
- Experience of working in a museum, historic house or similar environment (minimum 2 years)
- Experience in marketing

Desirable:

- Knowledge of the eighteenth century, literature, historic houses, and Dr Johnson
- Knowledge and experience of using web design packages
- Knowledge of collections care skills, such as object handling, cleaning, cataloguing and environmental monitoring and basic conservation skills

The Operations and Collections Manager reports to the Director/ Curator, or in her absence to the Chair of Trustees.

This post is full-time, five days a week. This includes regular Saturdays, and evenings as required. The starting salary is £25,000-28,000 p.a., depending on experience.

Please note that this post is subject to an enhanced DBS check.

To Apply:

Please submit a C.V. AND a covering letter which states your suitability and interest in this role.

Send to: recruitment.djh@gmail.com

Closing date for applications: 9th June 2023

Interviews will be held during the week commencing 19th June 2023.

Our commitment as an employer:

Dr Johnson's House is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our sector, and for each employee to feel respected and able to give their best.

Please note that you must be able to demonstrate that you have the right to work in the UK.