

RUSTINGTON MUSEUM

ASSISTANT MUSEUM MANAGER CANDIDATE PACK



Thank you for your interest in joining Rustington Museum.

Rustington Museum aims to promote the Parish of Rustington's cultural heritage through the interpretation of the Museum Collections that it holds in trust for past, present and future generations.

Rustington Museum's principal objective is to focus on the history of the Parish of Rustington and provide access to the collection, conservation, interpretation of relevant material through exhibitions, displays, events and educational programmes and activities. It does so for the enjoyment and benefit of the local community and for all visitors regardless of age, ethnic origin or ability.

A successful Heritage Lottery Fund grant was awarded in 2018 for the development of a new home for the Museum. The old building closed to the public in February 2019 and the new premises opened to the public on 1 November 2019. The new space, at the Samuel Wickens Centre, is much better suited to showing the history of Rustington in a cohesive format and includes visitor experiences, such as an oral history bank and interactive stations. A temporary exhibition area allows a changing programme of events and a space to hold family activities and host talks for visiting community groups during the day. In the evening, the main gallery has space to host talks.

The Museum shares the building with a Community Hall and the Village Information Centre. Facilities for the storage of the Museum collection remain at the Parish Council Offices, though a small store is located on site.

The postholder will support the delivery of the Museum's Exhibition and Events Programme and the growing engagement with new and existing audiences.

They will support the Museum Manager with cataloguing, care, research and interpretation of the Museum's Collection and will be involved in all aspects of curatorial work.

The post holder will work in close collaboration with the Rustington Heritage Association and a variety of external stakeholders and partners.

For further information regarding this post please contact:

Holly Parsons

Museum Manager

Email: hollyparsons@rustington-pc.gov.uk

Telephone: 01903 788478

JOB DESCRIPTION

Location: Rustington Museum

Job Title: Assistant Museum Manager

Responsible to: Museum Manager
Deputy Clerk of the Rustington Parish Council and
the Leisure and Amenities Committee

Overall Responsibility to: Clerk of the Council

Responsible for: Museum Volunteers

Grade: SCP 11 £28,142.00 (Pro-Rata)

Hours: 21 Hours per week

Normally worked between 9am and 5pm Monday-Friday with occasional evening/weekend meeting/event attendance required.

Main purpose of the Role:

This role provides support for core curatorial work for the Museum service, ensuring professional collections standards are met. The Assistant Museum Manager will help people to understand their heritage through engaging with the collection so that they can develop a sense of belonging and pride and increase access to heritage through effective collections management and innovative programmes of exhibitions, outreach, and digital development.

Key Tasks:

- As Assistant Manager, you will support the effective delivery of curatorial work for the Museum. You will provide curatorial expertise and information. You will monitor and report on performance measures regarding management of the collection to Accreditation standard with responsibility for updating the MODES documentation system.
- You will work collaboratively and creatively with a range of partners and community groups to maximise access to the collections and raise its profile. You will support future developments including exhibition programs, collections rationalisation, development of the Museum's on-line presence and community focused developments.
- You will contribute to the safety and security of collections and play an active role in maintaining the required standards of all aspects of collections care. You will deliver public services relating to the collections, including research and responding to public enquiries, to a high standard, ensuring excellent customer care. You will support all aspects of Collections Management including care and conservation, documentation, and development of curatorial awareness across the service.

- Your role will be shaped by the overarching requirements of all the jobs within:
 - Volunteer management
 - Relationship management
 - Marketing and Communications
 - Project Management
 - Customer Service
 - Exhibitions & event organisation
 - Care of the collections
- Support the management of the MODES museum documentation system by inputting data and ensuring that Accreditation and other professional standards are maintained
- Support all aspects of Collections Management including care and conservation, documentation, environmental monitoring, and curatorial awareness across the service
- Support the implementation of the Collections Development Policy
- Support the exhibition programme ensuring that they are well planned, delivered to a high standard, accessibly interpreted, evaluated, and have maximum impact
- Support projects to increase engagement with the collections including volunteer development, outreach, and the digitisation of the collections
- Co-ordinate and deliver talks to community groups in conjunction with the Museum Manager
- Co-ordinate services for researchers
- Operate systems relating to the collections including health and safety and emergency planning
- Deliver a high standard customer service relating to collections e.g. research and enquiries
- Promote the collection in conjunction with the Museum Manager
- Support the Museum Manager in relation to the installation and dismantling of exhibitions
- Support the development, delivery and evaluation of an effective Marketing Plan for the Museum utilising a range of media
- Help to maintain financial, health and safety, data compliance and other systems and procedures
- Act as Key Holder as necessary

- Adhere to Museums Association Code of Ethics, together with Rustington Parish Council and the Museum's approved policies
- To undertake additional duties as appropriate to the Grade and nature of the work as may be reasonably expected by the Clerk of the Council

This Job Description sets out the duties of the post at the time when it was drawn up.

Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION

Job Title: Assistant Museum Manager

To be assessed by application form, interview and reference

		Essential / Desirable
Museum Requirements	<ul style="list-style-type: none"> ➤ At least 3 years' experience of working in the Heritage Sector with an appreciation and understanding of Collections Care ➤ Commitment to and understanding of the role and purpose of Museums ➤ Ability to work within a team of colleagues and volunteers ➤ Ability to develop new exhibitions and programmes, and manage projects ➤ Degree, professional vocational qualification, or equivalent within a relevant subject area or equivalent experience 	Essential " " " "
Skills and Knowledge	<ul style="list-style-type: none"> ➤ Good Communication and Report Writing Skills with an ability to work diligently with an eye for detail in both written and visual material ➤ A proficiency in research and analysis ➤ Promotion and Marketing Skills ➤ Ability to produce and maintain engaging website content ➤ A good understanding and practical experience of using Word, Excel and PowerPoint ➤ Ability to use database applications and to add data or update accurately e.g. MODES or similar Collections Management System ➤ Knowledge of the functions of Local Government - in particular Parish Councils ➤ Knowledge of WordPress 	Essential " " " " " " " Desirable "
Experience and Training	<ul style="list-style-type: none"> ➤ Experience of exhibition and/or programme development ➤ Experience of hands-on work with Collections ➤ Experience of co-ordinating loans, acquisitions and disposals ➤ Experience of development and delivery of community engagement initiatives for a diverse range of audiences ➤ Willing to undertake training as necessary ➤ Experience of public speaking ➤ Experience of attracting external funding ➤ Experience of working with volunteers ➤ Experience of creating press releases 	Essential " " " " " " Desirable

Commitment	<ul style="list-style-type: none"> ➤ Commitment to ongoing professional development ➤ Commitment to equality of opportunity and valuing diversity and understanding the different barriers that people may face when trying to access or engage with collections ➤ Commitment to liaising and working with external stakeholders ➤ Commitment to Professional Standards 	Essential " " " "
Work Demands	<ul style="list-style-type: none"> ➤ Ability to work both independently and as part of a small team to problem solve, adapt and learn new skills ➤ Attendance of occasional evening/weekend meetings and events ➤ Ability to work flexibly to meet the needs of the Museum 	Essential " "
Personal Attributes	<ul style="list-style-type: none"> ➤ Positive approach to problem solving ➤ Professionalism in representing the Museum ➤ Maintaining confidentiality and discretion when required ➤ Customer focused ➤ Ability to communicate effectively with a range of people at various levels ➤ Ability to share knowledge and enthusiasm for museum collections with a range of audiences 	Essential " " " " "

How to Apply

Please complete the Application Form and the Equal Opportunities Monitoring Form.

Please note that the Equal Opportunities Form is used for monitoring purposes only and does not form part of the selection process.

Both forms should be emailed to the Deputy Clerk: rosiecostan@rustington-pc.gov.uk by midnight **16/01/2026**

Please note late applications or applications via a CV will not be considered.

Interviews for this role will take place on **05/02/2026**. Candidates who have been shortlisted for interview will be contacted after the closing date. We will be unable to contact or give feedback to candidates who have not been shortlisted for interview.

Rustington Parish Council is an equal opportunities employer and welcomes applications from all sections of the community.

Start Date: 02/03/2026 onwards