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| Job Title: | Curator/ Grants and Projects Officer  | Place of work | Erasmus Darwin House |
| Salary | £12.60 per hour  | Hours  | 1 day per week (7.5 hours per day)  |
| Reporting to  | Manager | Date Posted: | 17 Feb 2023 |
| Application closing date  | 8 April 2023 | Position start date  | 1 May 2023 |
| Please send a copy of your CV and a covering letter, explaining why you feel you would suitable for the role by post or email |

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| Email to :manager@erasmusdarwin.org | Post Marie BurbageManagerErasmus Darwin HouseBeacon StreetLichfieldWS13 7AD |

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| Job Description |
| OverviewErasmus Darwin House is a small, independent, self-funded museum and charity which is staffed almost entirely by volunteers with a very small team of paid employees who all work on a part-time basis. The museum was once the family home of doctor, inventor and published poet Erasmus Darwin (1731 – 1802). With its unique place in Georgian history Darwin House showcases the breadth of Erasmus Darwin’s interests and achievements which laid the foundations for his grandson and evolutionary biologist Charles.Whilst the foundation generates some of the income required to meet running costs from a small admission fee, together with activities such as corporate room hire, weddings, school visits and events, we do rely on grant funding to help meet those core costs.The main focus of the role will be preparing grant applications which would be for relatively small grants (from £100’s to possibly £4/5k). We have combined this with the curatorial role as the museum has a very small collection. As such, this role only requires 7.5 hours per week and out of hours working would not be required or expected to fulfil the role. The preferred candidate would be able to demonstrate success in applying for grants and experience of working in the heritage or arts sector. |
| Role and Responsibilities* Perform any curatorial duties required.
* Research funding opportunities
* Complete grants applications.
* Fulfil funders reporting requirements on all grants successfully received.
* Liaising with Manager, devise, plan and assist in any events for which funding has been received.
* Carry out evaluations of the Museum activities to facilitate grant applications
* Carry out visitor analysis and use feedback to inform initiatives.

Preferred Skills* At least 3 years’ experience of working in a museum environment.
* Excellent written and verbal communication skills
* Organisation and time management
* Proactive networking
* High attention to detail, particularly regarding written work and budgets.
* Excellent negotiation and diplomacy skills
* Good IT skills
* Able to work unsupervised and as part of a team
* Ability to meet deadlines
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