CURATOR KEATS-SHELLEY HOUSE

JOB SPECIFICATION

The Trustees of the Keats-Shelley Memorial Association are seeking a dedicated and experienced museum professional to be responsible for the historic building and its collection and library. This comprises library, archive and documentation management, including digital sources, with a remit to promote the Museum both as a visitor resource and as a centre for research. It also embraces conservation and management of a listed heritage site, including building security, protection of the collection, management of contractors and legal compliances.

The successful candidate will manage a small team of staff including an Assistant Curator, Shop Manager and front of house staff. He or she will also be expected to manage and train interns mainly from American and British universities.

The Curator has sole executive responsibility for revenue generation, fund-raising in Italy, visitor development with use of new media, and development of retail opportunities. Maintaining visitor numbers and earned income is essential. The Curator is expected actively to pursue sponsorship and local funding opportunities, eg for small grants available ad hoc from the Rome Commune, since the Museum as an overseas British museum receives no public funding from the UK. The Curator also assists the UK Committee of Trustees with UK and US fund-raising. This area of responsibility includes public relations, representation and relationships with local funding bodies, as well as with the Keats-Shelley Association of America.

There is also responsibility, working with both the UK and Rome Committees, for medium and long-term strategic planning and implementation. Working with the Rome Treasurer, the Curator will be responsible for preparing annual budgets and cash-flow forecasts as well as quarterly statements of income and expenditure and liquidity.

The Curator, working with the Museums Acquisitions Committee, identifies suitable additions to the collections, and, ensuring that funds are available, buys both privately and at auction.

The post-holder will liaise closely with other museums, galleries, libraries, cultural institutions and local government bodies in Italy, the UK, North America and further afield to deliver a programme of temporary exhibitions and outreach and cultural activities. Part of the long-standing programme of outreach is an annual children’s poetry competition, promoted in Italian schools, and judged by a British poet. Imaginative proposals for further outreach events will be welcomed.

The Curator will be required to set up and attend quarterly meetings of the Rome Committee and to attend at least two of the quarterly meetings of the UK-based Trustees of the Keats-Shelley Memorial Association; he or she will provide reports to these bodies. There will also occasionally be a requirement to attend events and
cultural activities in the UK. The Curator is also expected to be present at meetings of the committee governing the Protestant Cemetery in Rome. There is a requirement to provide a channel of communication to local political and cultural organisations such as the Commune di Roma.

At times it will be necessary to communicate with the regional manager of the Landmark Trust responsible for the apartment housed in the building. It will also be necessary at times to deal with the tenants of the ground floor shop, regarding negotiation of the lease or other issues, acting in conjunction with appropriate members of the Rome Committee.