



DIRECTOR – Butter Museum, Cork

On behalf of the Butter Museum, the Board of Directors is seeking to appoint a Full-Time, Permanent Director for the Butter Museum in Cork city.

Applications by: 17:00, 18 October 2024

The Museum Director reports to the Board of Directors of the Butter Museum and is responsible for the development and delivery of the Strategic Business Plan, directs fundraising / funding and public relations activities and handles all financial matters.

The Museum Director is also responsible for overseeing the day-to-day operations of the Butter Museum, including exhibitions, programming, marketing and people management.

Key Responsibilities include:

- Overseeing the museum programming and exhibitions.
- Governance and Regulatory compliance with regulatory bodies and funders to and adherence to the Charity Regulator requirements.
- Direct funding efforts to support the museum's mission and expenses.
- Oversee financial management and budgeting.
- Manage Stakeholder Relations with DTCAGSM and Cork City Council.
- Maintain and expand the museum's collections.
- Maintain standards of collections care and documentation in line with the Museum Standards Programme for Ireland.
- Research the collections and to liaise, facilitate, and collaborate with researchers, specialists, and conservators to promote knowledge of, and safeguard, the collections.
- Develop and implement Marketing and publicity campaigns.
- Research, design and develop Exhibitions to promote knowledge around the historic importance of butter in Ireland .
- Develop and oversee Educational and Outreach Programmes within and outside of the museum to ensure a positive visitor experience.
- Leadership and People Management to ensure museum goals are implemented.
- Ensure the effective management of the buildings and site.

Essential Skills/Qualifications include:

- Bachelor's honours degree in history, archaeology, folklore or a related field.
- Minimum of 5 years' experience working in a museum or other visitor-facing heritage setting.
- Commitment to the Butter Museum's Mission.
- An interest in the history of butter in Ireland and an appreciation of the importance of dairying in Ireland both historically and today.
- Knowledge of best practices for collections management and exhibition design.
- Proficiency and understanding of Finances.
- Demonstrated Strong Organisation, Leadership & People Management skills.
- Excellent Communications and Interpersonal skills.
- Flexible and Adaptable with Proven ability to delegate
- IT Proficiency in MS Suite.
- Commitment to Equality, Diversity and Inclusion.

Salary: Commensurate with Experience

Email: Jan@janharte.ie to submit an application or to request the full Job Description and/or further information. In addition to submitting C.V.s for consideration, candidates are also invited to submit relevant research or publications.

All applications must be submitted by **17:00, 18 October 2024**
