



DIRECTOR – Butter Museum, Cork

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

Applications by: 17:00, 8th November 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: €49,000

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, 8 November 2024**
