



Job Description

Job Title:	Collections Manager
Reporting to:	Chief Operating Officer
Hours of Work:	Full Time
Salary:	£30,000 per annum
Location:	National Horseracing Museum, Newmarket

The National Horseracing Museum is a fully accredited institution located in the historic town of Newmarket, at the heart of British horseracing. Our museum is dedicated to showcasing the rich history and cultural heritage of the sport and its Royal connections, offering a fascinating collection of objects, artwork, and archival materials that highlight horseracing's influence on British culture, both past and present.

Housed within a series of historic buildings, including the former private apartments of Charles II's Palace, the museum's mission is to inform, entertain, and inspire a wide range of visitors - from passionate horseracing enthusiasts to those that are curious about the broader cultural impact of racing or merely seeking a fascinating day out and lunch.

An Exciting Time for the Museum

This is an exciting moment for the National Horseracing Museum as we embark on a transformation redevelopment. Our goal is to enhance the visitor experience, making it more immersive, engaging, and informative. New interactive exhibits, cutting-edge displays, and immersive experiences will establish the museum as a dynamic destination for both longtime fans of the sport and newcomers.

This is a fantastic opportunity to be part of a pivotal moment in the museum's history, helping shape its future as a leading cultural institution.

Role Overview

We are seeking a passionate, dedicated, and collaborative individual to join our team. As part of the team, you will be instrumental in managing the care and display of our diverse collection, ensuring its preservation and accessibility to the public.

You will work closely with the existing Collections Officer, Commercial Team, conservators, and external museum professionals to enhance the museum's offerings and contribute to our mission to protect and share the history of horseracing.

Key Responsibilities

1) Museum Accreditation

Oversee the accreditation process and advise on maintaining the necessary standards for continued accreditation.

2) Collections Management & Documentation

Catalogue, document and manage the entry/egress of objects, conduct annual inventory checks, and ensure the proper maintenance of all collection items, including artworks, historical records, and ephemera.

3) Conservation

Monitor the condition of objects and the environmental conditions within the museum, performing basic conservation tasks to ensure their longevity. Lead annual deep cleaning works for the collection and historic rooms within the museum.

4) Loans Management

Assist in the installation of both permanent and temporary exhibitions, coordinate the safe transportation and installation of objects, and arrange for insurance coverage. Handle or undertake courier services as needed.

5) Research & Conservation

Conduct research to inform decisions about which objects are suitable for display. Consult with conservators to identify necessary remedial or preventative conservation work.

6) Public Engagement

Support educational programs, tours and events that engage visitors of all ages, helping bring the collection to life.

7) Budget Management

Identify and manage the annual operating budget for the care of the collection and the museum environment.

8) Line Management

Manage, motivate, appraise and support the assigned staff.

Essential Criteria

Qualifications

- Qualification in Museum Studies, History, Art History, Heritage Management, or a related subject.

Experience

- Experience working in a museum, archive, or heritage setting.
- Practical experience of collections documentation, cataloguing, and inventory control.
- Experience supporting or managing loans, including object handling, transport and insurance.
- Experience contributing to or maintaining Museum Accreditation Standards.

Knowledge & Skills

- Working knowledge of Spectrum collections management procedures.
- Understanding of preventive conservation and basic collections care.
- Ability to monitor environmental conditions and object condition.
- Strong organisational skills with excellent attention to detail.
- Ability to manage or contribute to budgets related to collections care.

Communication & Teamwork

- Strong interpersonal skills and a collaborative approach to working with colleagues, volunteers, and external professionals.
- Ability to communicate effectively with both specialist and non-specialist audiences.
- Willingness to support public engagement, learning activities and events.

Personal Attributes

- Methodical, reliable and proactive.
- Flexible and able to manage multiple priorities.
- Committed to professional standards and continuous development.

Interest & Motivation

- A strong interest in horseracing, sporting heritage, or British cultural history, or a willingness to develop subject knowledge.
- Enthusiasm for contributing to a museum undergoing redevelopment and change.

Desirable Criteria

- Experience working with historic buildings or complex heritage sites.
- Experience supporting gallery redevelopments or new exhibitions.
- Familiarity with GIS or advanced collections databases.
- Experience working with volunteers or community engagement projects.

This is a unique opportunity to be part of a nationally recognised institution that plays a vital role in preserving the legacy of one of the UK's most iconic sports. As the museum enters an exciting new phase of growth, you'll have the chance to influence its future direction, contribute to its revitalisation, and help craft unforgettable experiences for our visitors.

If you have a passion for history, collections care, and public engagement, we would love to hear from you.

To apply, please email your covering letter and CV to tharding@nhrm.co.uk