

De Morgan Foundation

Candidate Pack - Curator-Manager

DE MORGAN
FOUNDATION

Dear Applicant

Thank you for your interest in the role of De Morgan Curator-Manager working for The De Morgan Foundation. This pack contains details about the Foundation and our work, along with details of the role and what we are seeking in a successful candidate.

About Us

We are a small independent charity that owns and cares for the De Morgan Collection, the largest single collection of paintings, drawings, ceramics, and other works of art by the Arts & Crafts ceramicist William De Morgan and his Pre-Raphaelite-style artist wife, Evelyn Pickering De Morgan.

The collection was formed by Evelyn's younger sister, Wilhelmina Stirling, who collected De Morgan works for many years. After her death in 1965 aged 99, a charitable trust was established to care for the artworks in perpetuity. The De Morgan Foundation continues this work today.

The Foundation, which receives no public revenue funding, is headquartered with our Arts Council England Accredited Museum, The De Morgan Museum, at Cannon Hall near Barnsley, once the ancestral home of Evelyn's family, the Spencer Stanhopes. We also have a small number of key partnerships with other institutions across the country where we display objects from the collection to enhance public access, and occasionally we lend artworks to temporary exhibitions, nationally and internationally.

We welcome over 30,000 visitors a year to our museum, and through our partnerships and loans programme we reached nearly two million visitors in 2025, in the UK and around the world. The Foundation also makes its collection available online through its own website and on other platforms, ensuring the widest possible audience can enjoy the artworks and learn about them and the artists.

About the Collection

The collection includes around 60 oil paintings by Evelyn De Morgan and over 600 works on paper, from sketches to highly finished works, and over 700 ceramics by William De Morgan, including tiles and tile panels, dishes, chargers, and vases, as well as rare oil paintings and early drawings from the antique, and designs for stained glass from his work with Morris & Co. John Roddam Spencer Stanhope, Evelyn's artist uncle, is also represented with an early oil on panel painting and a number of drawings.

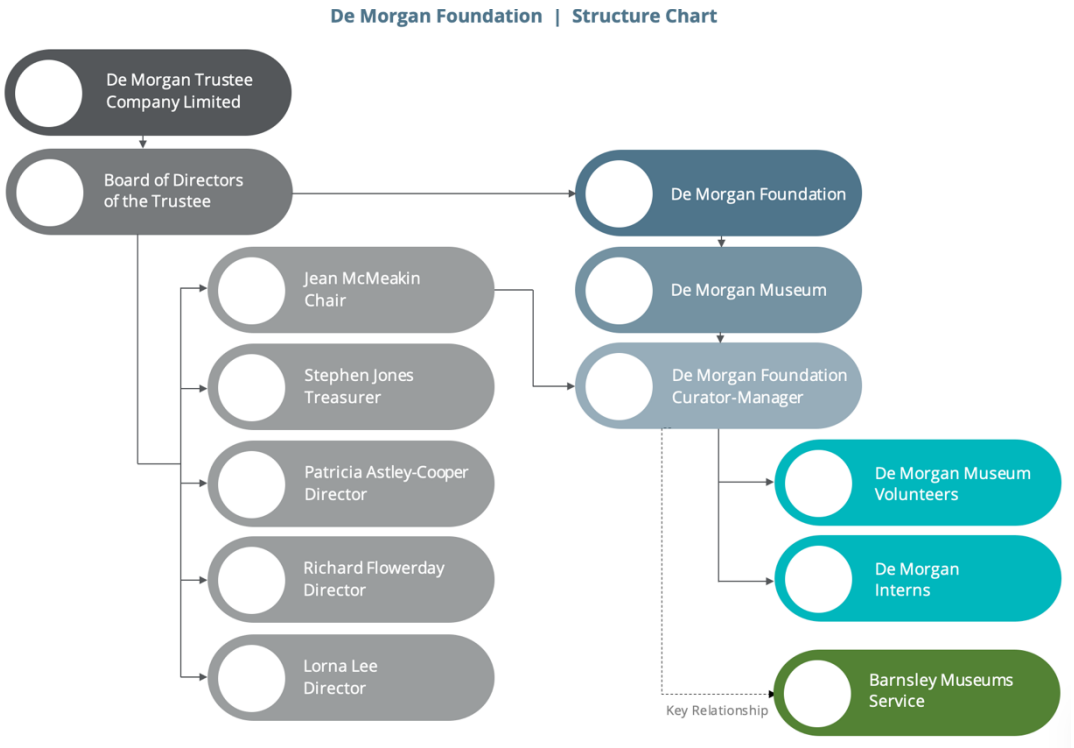
A small archive of material is also held; a collection of papers and personal effects, photographs, family documents, and ephemera relating to William and Evelyn De Morgan and family, with most relating to the collection's founder, Wilhelmina Stirling, as well as some early copies of William De Morgan's books from his later career as a successful novelist.

About the Role

This is a wide-ranging and rewarding opportunity which involves all aspects of running the arts charity and its museum, the care, conservation, and display of its collection, stakeholder management, and visitor engagement, learning, and outreach activities. This role will provide the successful candidate with the breadth of experience in managing and running the main areas of a museum as the Foundation's sole member of staff. As such we are looking for the successful candidate to want to stretch their abilities and over time to encompass a broad remit.

This isn't a nine-to-five job, and there will be a varied workload. As well as the daily operations of running the museum and office, there will be regular travel around the UK and occasionally internationally, with some irregular hours and some weekend and evening work.

The role offers lots of variety and flexibility to deliver our aims and objectives, combining hands-on museum management, looking after and championing one of the UK's most important home-grown art collections, and developing our community connections with engaging visitor experiences to highlight the historical importance and the contemporary relevance of the collection.



About You

We are looking for a self-starter, able to prioritise and manage multiple projects simultaneously and work without day-to-day supervision, but also able to collaborate as part of a wider team. Someone who is energetic, resilient, flexible, and enthusiastic, and who can champion our collection, build relationships with stakeholders, and engage visitors to help us to tell the story of our collection and the artist couple who made it.

You'll have experience in providing a welcoming, safe, and high-quality visitor experience, with the successful delivery of an programme of talks, tours, family and other activities that appeal to a range of audiences. You'll understand the important of building relationships with local schools, community groups, and heritage organisations, to grow our audiences and promote the collection.

If you have experience as part of a team leading a museum, curating and caring for an important collection in the fine and decorative arts sphere, with visitor engagement, learning, and outreach activities, we encourage you to apply for this role.

The De Morgan Foundation Curator-Manager

Terms of appointment:

Job Title:	Curator-Manager
Employer:	The De Morgan Foundation
Salary:	£40,000pa (£24,000pa pro rata)
Type:	Part-time
Hours:	21 hours / 3 days per week, exclusive of lunch breaks, with some evening, weekend, and public holiday working required, for which time-off-in-lieu applies. As the De Morgan Museum is currently open Thursday to Sunday, the post-holder is expected to be present on site Thursdays and Fridays, subject to activities. Daily core hours have a degree of flexibility.
Reporting to:	Chair of the Board of Directors of the Trustee
Location:	De Morgan Museum at Cannon Hall Museum & Gardens, Barnsley, South Yorkshire. Working at other sites is required throughout the year, including accompanying artwork loans nationally and internationally.
Annual leave:	30 days per calendar year (including statutory holidays) pro rata
Contract:	Continuing
Probationary period:	Six months
Notice period:	Three months during the probationary period and six months thereafter
Pension:	The De Morgan Foundation is part of the NEST pension scheme

Application process:

Please send your CV with a covering letter, setting out your skills and experience and why you are suitable for this role to: Jean McMeakin, Chair, De Morgan Trustee Board, via: **recruitment@demorgan.org.uk**

Closing date for applications is 5pm on **11th December 2026**

Informal discussions about the role can be held with the Chair by contacting recruitment@demorgan.org.uk



The De Morgan Foundation Curator-Manager : Job Description

Remit

The Curator-Manager is responsible for the successful operation of the De Morgan Foundation and the De Morgan Museum, and the care of the De Morgan Collection, advised and aided by the Board of Directors of the Trustee. Curatorial, operational, and administrative responsibilities form part of the duties associated with post.

This is a wide-ranging remit which involves all aspects of the Foundation's work; running the arts charity and its museum; general and financial management; the care, conservation, and display of its collection; loans and tours; stakeholder management; and visitor engagement, learning, and outreach activities. We expect that the successful candidate will take a period of time to familiarise themselves and grow into all aspects of this role.

Responsibilities

General & Financial Management

- To manage the Foundation's HQ and office, dealing with enquiries and correspondence, ensuring appropriate contracts and services are in place commensurate with the Foundation's needs, and acting as primary contact/responder.
- To ensure that all legal and statutory requirements for the Foundation are met, and that insurance, security, and collection care measures are all in place and up to date.
- To ensure all Emergency Plans are up to date, liaising with partners on matters relevant to each site and co-ordinating plans accordingly, including arrangements and priority lists for salvage.
- To ensure the Foundation maintains its ACE Museum Accreditation, including the preparation and implementation of relevant policies, plans, and procedures.
- To liaise with the Board and bring necessary topics to its notice, acting as Secretary to the Board, attending Board meetings and preparing agendas, minutes and other papers as required.
- To ensure the Foundation's finances are managed appropriately, including the administration of purchasing and sales, banking, and other financial and business-related tasks, with cost-effective solutions to operating requirements. With the Treasurer, to provide an update on finances for Board meetings, including spend against budget.
- To assist the Chair and the Treasurer in the preparation and submission of the Trustee's Annual Report & Accounts for the Charity Commission and for Companies House.

Collection Care & Management

- To manage the safekeeping, care, documentation, display, and interpretation of the Foundation's collection, monitoring its physical safety and condition to Spectrum standards, including its fine art storage to ensure the security and safe storage of the collection.
- To ensure that the Board is provided with an up to date, comprehensive overview of the collection and archive and its status and disposition (inventory) on a routine basis.
- To maintain the collections database, recording all collection activity in the relevant collection management systems, and to maintain up-to-date condition reports on the collection.
- To develop and implement a long-term plan for the conservation of the Foundation's collection, proposing appropriate conservation work as necessary, ensuring agreed work is planned, funded, and undertaken by proper persons to approved standards.
- To evaluate offers of sale and/or donation in line with the collection development policy, identifying suitable objects for acquisition, together with proposals for funding.

Exhibitions, Tours, & Loans

- To successfully deliver/supervise exhibitions and displays as agreed by the Board, including research, design, and content, preparation of project plans and budgets, and funding arrangements.
- To assess and manage requests for external loans from the collection, obtaining agreement or otherwise from the Trustee Board, and undertaking all duties associated with loans, including drafting loan agreements, liaising with venues on practical arrangements, registrar and courier responsibilities, condition reports, packing, transport, indemnity and insurance, installation, and any and all such other matters relating to loans as are necessary.

Visitor Engagement & Community Outreach

- To maintain the Foundation's website and its content on other platforms, including production of content in line with the De Morgan style guide, with consistent visual assets and tone of voice.
- To ensure that the Museum offers optimum standards of visitor experience and presentation, including collection and evaluation of visitor information and feedback, using insights to improve interpretation, operations, and general performance.
- To plan and manage a programme of events and activities, and to liaise and collaborate with other organisations to deliver education and learning activities.
- To develop and manage outreach work, working closely with the Barnsley Museums team at Cannon Hall Museum and others as relevant, and to work with community and charity partners to cater to specific user requirements to foster accessibility, diversity, and inclusion opportunities.

Relationship Management

- To manage relationships with key stakeholders and partners, working collaboratively with the Cannon Hall Museum and wider Barnsley Museums teams to promote the museum and engage visitors.
- To develop over an agreed and planned period a volunteer team to support aspects of the Foundation's activities.
- To work with the Foundation's key partners, including promoting the collection, ensuring objects on loan are safely displayed and cared for, ensuring others' volunteer invigilators and guides are suitably informed on De Morgan as appropriate, and to liaise with partners to capture visitor information and feedback.
- To manage the supporter and membership schemes, drafting newsletters to maintain their engagement and support.
- To maintain relationships with grant-makers and funders, identifying and applying for appropriate funding opportunities.

This job description outlines the principle responsibilities and duties of the postholder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities, duties, and tasks. The postholder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the role. Specific objectives and deliverables will be agreed on an annual basis.

This role has enormous opportunities for the right candidate. It is understood that it is a large remit and the Board will work with the successful candidate to achieve success over a planned period, ensuring the essential tasks are covered and other work can be planned and paced with Board approval.

De Morgan Curator-Manager : Person Specification

Knowledge, Skills & Experience

- A degree in a relevant discipline or evidence of equivalent expertise.
- Several years' curatorial experience in a public-facing museum or gallery context.
- A record of researching, planning, designing, delivering, and evaluating exhibitions and displays.
- Experience of managing collections, collections care, and use of collections management systems and software, and familiarity with museum accreditation standards.
- Experience of engaging with the public within a museum or gallery environment and in developing and delivering engagement activities, including displays, exhibitions, talks, and events, that appeal to a range of audiences.
- An understanding of the needs of different audiences when developing engagement activities and what may act as a barrier to different people participating.
- Experience of developing learning programmes for schools and families.
- Experience of managing and updating websites and other online platforms.
- Working knowledge of Health & Safety, Safeguarding, and Risk Management in a public setting.
- Experience in day-to-day office administration, basic business finance and record keeping, budget setting and management, combined with excellent IT skills.
- Able to work proactively and without daily supervision, and collaboratively as part of a team to establish shared priorities and achieve a variety of projects.
- Excellent organisational and planning skills, with the flexibility to manage multiple projects simultaneously, to prioritise across competing demands and motivated to see projects through from planning to completion.
- Experience of working with volunteers, able to manage and develop volunteer teams to foster loyalty and enthusiasm.
- Experience of identifying funding opportunities, writing funding and grant applications, and the successful delivery of funded projects, including reporting to funders.
- Excellent interpersonal communication skills and a diplomatic manner, and able to build relationships, liaise and negotiate successfully with third parties.
- Experience of working successfully with senior personnel and key stakeholders.

Personal Circumstances

- Able to travel around the UK to partner/loan sites, for curatorial duties and/or meetings, and able to travel and perform courier duties, both in the UK and internationally.
- Physically able to undertake the role, which includes the requirement to handle artworks and other objects and materials, some manual lifting and carrying, for example with exhibition installation, and able to handle objects and materials with care and sensitivity to their physical properties.
- Able to be available for out of hours emergency call out at sites as appropriate.
- Able to work varied hours, including some evenings and weekends, with occasional overnight stays away from home base, in the UK and internationally.
- This role requires travel to sites that are in locations not fully served by public transport so a full driving licence is advantageous.

Desirable

- A post graduate qualification in a relevant discipline such as Museums Studies, AMA or equivalent
- Knowledge of 19th century British fine and decorative arts.
- Excellent knowledge of and contacts within the arts and the wider cultural sector.
- Experience in income generation and/or merchandising.