

The logo for the Museum of London Docklands, featuring the words "MUSEUM OF LONDON" in white capital letters inside a dark blue circle, which is surrounded by overlapping pink and yellow shapes.

**MUSEUM  
OF LONDON**



**Managing Director**  
Museum of London  
Docklands



**Starfish**



# Welcome

The Museum of London is an extraordinary organisation, with an extraordinary collection and we do extraordinary things that bring meaning to the city in which we live.

Our endeavour is to be like London in everything we do; open, creative, fast-paced, with diversity at our heart. It's a huge honour to care for 7.5million objects, to create memorable exhibitions and events and to be the guardians of heritage buildings. Moreover, it's a huge responsibility to provide excellent learning experiences, to engage our audiences and to share histories that are painful and violent and which go to the very heart of the origins of West India Quay.

Whoever joins us as MD of Docklands will certainly share our passions, but I sincerely hope they will bring something new as well; new experiences, new insights, new expertise that will help to create one of the most significant museums in London's cultural landscape, the Museum of London in Docklands.

This is a significant leadership role at the heart of a community and there is such opportunity both in terms of the role and the individual who will fill it. When the Museum of London closes at London Wall we intend to focus resource, effort and energies on creating the most impactful museum we can at Docklands. Preparation for this journey must begin now.

I sincerely hope that this prospect excites you as much as it does me. As the MD of Docklands you would be shaping this future, bringing your own creativity and commercial savvy and style. You'll lead a team of professionals and be part of what I consider to be one of the most forward thinking museums in the UK and beyond.

I am really looking forward to meeting you and to hearing your ideas,

In anticipation,

**Sharon Ament**



# Our Mission

**WE ARE HERE TO ENRICH THE UNDERSTANDING AND APPRECIATION OF LONDON AND ALL ITS PEOPLE – PAST, PRESENT, FUTURE.**

We are a home for learning, exploration and adventure, and we aspire to be a force for good in London, as London must be for the world.

## Who we are

We aim to be London's shared place in the middle of it all. Slap bang in the middle of rush hour, of 10,000 years of history of London's biggest arguments, trade routes and memories. No matter where you've come from, how long you're staying for, or what side of the river you live on, we offer a home for exploration and adventure where all of London's stories cross and collide.

We have five behaviours that we adhere to that ensure we are staying true to our vision:

1. Take good care: we're proud custodians of the stuff of London.
2. Contrast and connect: In this city of parallels and plurality, it's our job to create the crossroads. We're unafraid to tap on the shoulder of big issues and spark meaningful encounters across place, time and difference.
3. Put on a great show: from front-of-house greetings to all night events, we strive to ensure every experience is transformative. A great show has the power to bring us together, it gets the town talking, it changes how we see the world.
4. Keep your feet on the street: we won't call Culture from a high tower, and we won't gloss over the realities of our city. We go out and we stay true to London – in all its grit and glitter.
5. The doors stay open: we are open and accessible to all. Open for conversation, possibility and change. From 3AD to 3am, we're here.

Museum of London Docklands sits in the heart of east London, located at West India Quay near to Canary Wharf. Opened in 2003, this grade one listed converted Georgian sugar warehouse specifically tells the story of the port, river and city – focusing on trade, migration and commerce in London. The London Sugar and Slavery gallery is unique in London telling an important and difficult story about London's relationship with the world.

Our Docklands site has achieved tremendous growth in recent years driven by strong community ties and high quality, free exhibitions. As we look to closing our London Wall site, our Docklands museum will become increasingly important and sit alongside our new museum in West Smithfield.

We seek somebody to build on strong foundations at Docklands to create and deliver a new ambitious vision for the museum.

**Sharon Ament talks about her vision for the future**



## Contemporary with a slice of history

As the people who make up the city change, so do we. The coming years will be an unprecedented time for us. We are undertaking the biggest project in the museum's history: to build a new museum for London, in West Smithfield. There has never been a more exciting time to join the Museum of London.

Like London, working here creates the opportunity to come together with positive and professional people who have a wide range of skills, abilities, experiences and perspectives, all of which we celebrate.

**Our Strategic Plan (2018-2023)** - We are here to enrich the understanding and appreciation of London and all its people – past, present and future.

We believe that diversity, inclusion and creativity go hand in hand. Having people with a diverse range of experiences and views mean that we are able to provide museums which are meaningful to a wider range of visitors and creates a more welcoming environment to a wider range of people.

To help us achieve our vision we aim to ensure that

- All our people feel valued and able to be themselves in the workplace
- Our workforce is increasingly representative of London
- That workforce diversity is achieved at all levels and departments
- Opportunities to work at and develop a career here are open to all
- We advance equality and diversity in the sector and wider society

### **Culture and values**

Our staff are central to our success. We want our people to feel valued and able to be themselves at work.

We want staff to love what they do and to enjoy coming to work, and we work hard to create a working environment that is friendly, informal and open. We value a healthy work life balance and our policies and staff engagement events help to foster this in our everyday working lives.

### **Disability Confident Employer**

We are a part of the disability confident scheme. The scheme was launched in November 2016 and supports the government's commitment to having 1 million more disabled people in work by 2027. Disability Confident is about creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

The museum is accredited at Level 2 which means we are recognised as a Disability Confident Employer. To maintain this recognition, we carry out regular self-assessments once every 2 years. Disability Confident Employers are recognised as going the extra mile to make sure disabled people get a fair chance.

### **Funding**

Since 1 April 2008, the Museum of London has been jointly funded by the City of London and the Greater London Assembly (GLA). Responsibility was transferred to the GLA from the Department of Culture, Media and Sports. The Museum contributes directly to the cultural strategies and related priorities and targets of both its funding partners.

**Greater London Assembly Cultural Strategy**

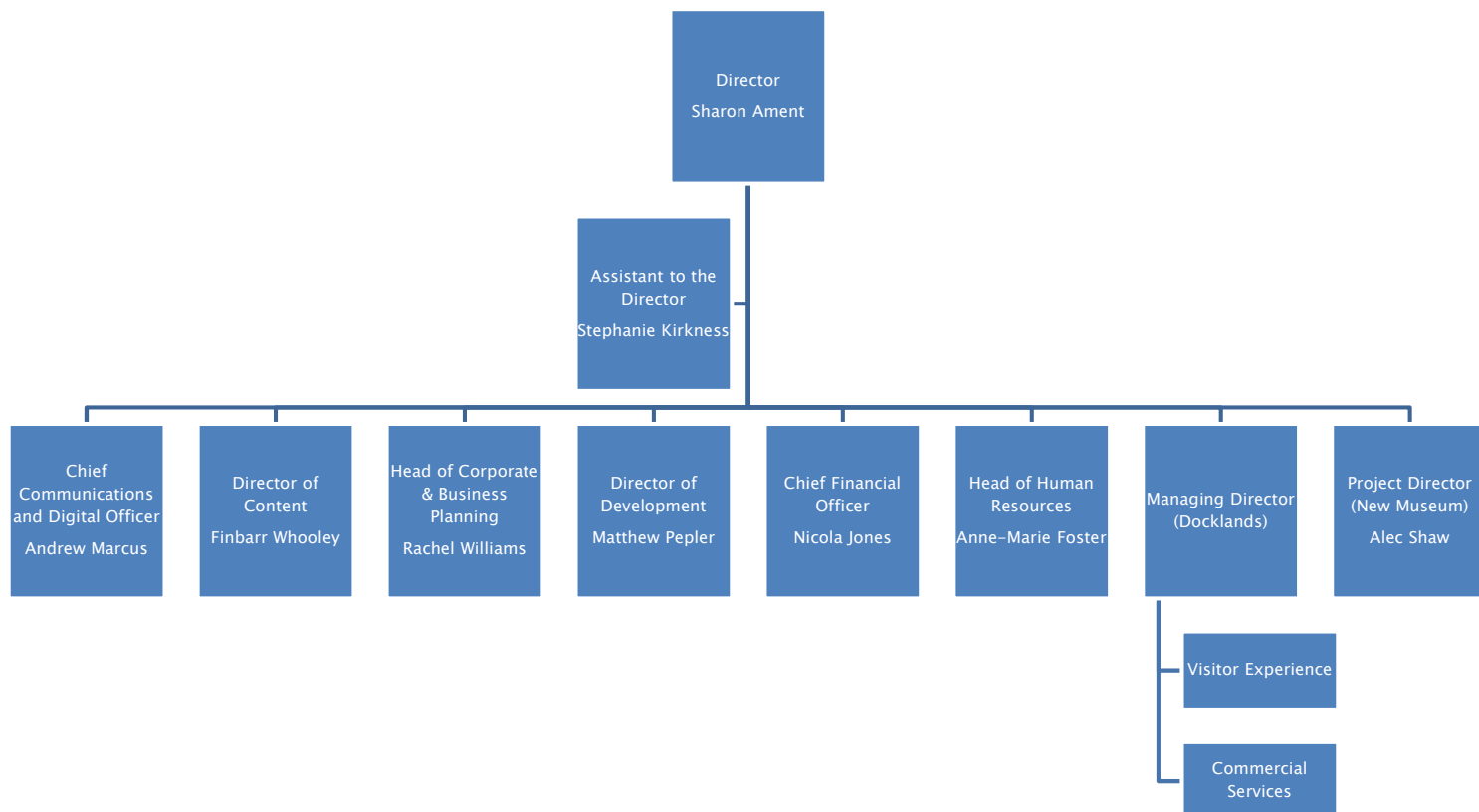
**City of London Cultural Strategy**

### **Sustainability**

We are committed to playing our part to improve London's environment and to use the museum's collections to engage with larger questions about London.



# Organogram





# Job description

**Job title:** Managing Director Museum of London Docklands

**Department:** Directorate

**Reports to:** Museum Director

**Responsible for:** Commerce and Operations

## Overall purpose of role

To work closely with the Director and Executive management team leading the strategic development and daily management of Museum of London Docklands and in so doing put it even more firmly on the map as one of London's most evocative museums. The role will enhance and compliment the most senior leadership in the museum, bringing an entrepreneurial business-like attitude and diverse range of skills and experience. It will focus on developing and maximising the potential of our Docklands Museum at a time of transition and wider organisational change during the period of development of the London Museum Project at West Smithfield.

Fundamental is the creation of a strategy and business plan for the Docklands Museum that supports its core purpose and shapes its positioning in the cultural offer of London.

As Managing Director of Docklands, the role will have significant public duties as well as being responsible for the strategic development, growth, enhancement of the museum in terms of showcasing content as well as all operational matters.

## Main responsibilities

- Be the public face of Docklands, through the media, social media, representation at conferences etc.
- Take a leadership role in terms of fundraising, working closely with Development to craft bids and make asks.
- Develop the strategy and business plan for the site working closely with the Executive management team, maximising the potential of the site. Creating a strong impactful museum that builds from the successes of recent years, that is economically viable and socially relevant.
- Refresh the Content Framework for Docklands, working closely with the Director of Content and the Content Team, reconsidering all galleries and facilities, to focus on themes and to create experiences that are more meaningful to audiences.
- Take a strategic lead on deep community and audience engagement for Docklands museum in general.
- Develop and implement a strategy and action plan for the forward development of the London Sugar & Slavery gallery which enhances its current offer and positions it within the context of other similar important heritage offers across the UK.
- Create an overarching business plan that is commercially effective with a supporting capital development plan 2022-2025/6.
- Oversee the public and Learning programme, including the transition to charging exhibitions at Docklands.
- Build strong political relationships with Tower Hamlets and Canary Wharf.
- Build and foster strong stakeholder relationships with the PLA, Sainsbury Archive, communities, academics and the wider national museum network.

## As a member of the Executive Board of the Museum of London Group

- Work hand-in-hand with the Director to effect change and transition to achieve the museum's strategy.
- Be a significant part of the drive to be better representative of London, diversifying our workforce and audiences.
- Ensure effective financial management of the organisation, through income generation and expenditure.
- Oversee all Enterprise/Commercial functions and any visitor-related functions not only at the Docklands Museum but any residual activities at London Wall and our stores in Eagle Wharf Road.
- Manage functions that are important to the operations of all Museum of London Buildings.
- Be the senior representative on key committees of the Main Board and be a member of the Trading Board, working closely with the Chair.

# Person Specification

## Part One

### Skills and experience

- Experience of leading commercially successful and impactful organisations
- Significant experience of working as part of a senior leadership team focused on continuous improvement and organisational development set against a diverse and challenging stakeholder environment.
- Experience being the public face of an organisation with credibility internally and externally at all levels.
- Evidence of achieving ambitious projects and goals.
- Experience of managing transformational change, achieved through strong collaboration, ensuring buy-in from those affected by involving them in the decision-making process.
- Experience of content development through wide community engagement.

## Part Two

### Abilities and attributes

- An ability to communicate in a compelling fashion, the museum's vision and content and to represent the museum to donors, political stakeholders and the community.
- An ability to articulate a corporate vision that meets our strategic needs going forward and reflects the culture that needs to be established, ensuring that all strategies and plans support and contribute to this.
- Be an inspirational leader, managing senior professionals.
- Be a creative and innovative individual, encouraging and experimenting with new ideas to enhance all aspects of future organisational performance. Question conventional approaches, encouraging new ideas and innovations and designs and implement new or cutting-edge ways of doing things.

### Our behaviours

- **Contrast and connect**  
*Works well with others and promotes collaboration across the museum*
- **Put on a great show**  
*Thinks creatively and strives to deliver the best possible results*
- **Keep your feet on the street**  
*Externally connected and embraces learning, insight and analysis*
- **The doors stay open**  
*Fosters a culture of inclusion and sustainability*
- **Take good care**  
*Cares about our assets and resources, acting to preserve them*



# Terms of Appointment

<b>Contract</b>	Permanent, full-time
<b>Salary</b>	c.£110,000
<b>Hours</b>	35 hours a week – Monday to Friday, flexibility with working hours will be required
<b>Location</b>	Docklands
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	25 days' paid holiday per year (increasing to 30 days after 5 years)

## Benefits

- Staff discounts in our museum cafés, shops, bars and restaurants
- Interest-free loans for season tickets, tenancy deposit and bikes
- An excellent variety of health and wellbeing events such as free health check days, discounted in-house yoga courses and a staff running group
- A confidential Employee Assistance Programme
- Regular staff socials including private 'friends and family' exhibition invites, quizzes and events
- Free attendance at other cultural institutions in the UK
- Staff discounts in local shops and cafés in the local area





# How to Apply

We hope you will consider making an application. If having read through the candidate brief you have any questions about the appointment, please contact [Katy.Giddens@starfishsearch.com](mailto:Katy.Giddens@starfishsearch.com) or [Rebecca.oConnor@starfishsearch.com](mailto:Rebecca.oConnor@starfishsearch.com) to arrange an informal chat.

**To make an application, please go to <https://starfishsearch.com/jobs/mol-managing-director/> and click on the apply now button, with the following prepared:**

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet Part One and Part Two of the person specification.

Please also ensure you have completed and submitted the equal opportunities monitoring form that appears on this site as you submit your application. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

## Recruitment Timetable

Closing date:	Friday 29th October 2021
Preliminary interviews with Starfish:	w/c 8th November 2021
Final stage interviews with Museum of London:	w/c 29th November or w/c 6th December 2021

