

Discover Creative Careers Day - Monday 18th November

Job Roles in Cultural Services

The Discover Creative Careers Day has covered some of the job roles that are required to run a Museum and Gallery but there are more! This hand out details each job role we have in our organisation and what is required.



Temporary Job Roles

Freelance Artist – My role is provide one off workshops or pieces of work in the Museum or Gallery, I work for myself so go to lots of different venues. The Museum and Gallery have employed a number of freelance artists to deliver storytelling, printmaking, clay sculpture workshops and more. Freelance artists have also been involved with creating displays, costumes and props for exhibitions and for interactives in the venues.

Project Manager –My role is to work on a particular project for a specified amount of time. For example, there was a three year project to commemorate 100 years since World War One, the project included creating a full list of all WW1 related items held in the collection, researching local history from the time period, collaborating with other Tees Valley Museums to create a touring exhibition and the production of Topic Loans Boxes created as a resource for schools. Projects are paid for usually by external funding so the job ends at the end of the project.

Volunteers – My role is to give my time for free to work within the Museum or Gallery, in return I can get training and experience which I can use in future job interviews or if I already have the experience I can use my expertise to work in one particular area because I enjoy that topic. Jobs that volunteers have done include researching and preparing for exhibitions, working with the objects and artwork in the collection, helping to prepare materials for workshops, assisting in delivery of workshops. The volunteer decides how much time they want to spend and also what type of work they want to do, for example we have some volunteers who were ship engineers who have worked with the collection of ship plan drawings.

Permanent Job Roles

Cultural Officer (Information) – My role is to welcome, engage with and supervise art gallery users. I answer any questions visitors may have, take bookings for events, assist in the gallery shop, maintain security and general up keep of the gallery.

Cultural Officer (Admin) – My role includes all aspects of office tasks, looking after finance related tasks such as invoices, greet visitors and provide assistance and information. I look after the daily running of the building and am also the fire warden and first aider for the building.

Cultural Officer (Marketing) – My role is to prepare and plan the publication of any information that lets the people know about exhibitions and events that happen at cultural venues across the town. This involves working with designers to create websites, posters, leaflets, booklets and also the upkeep of social media.

Cultural Officer (Collections and Exhibitions) – My role is to research objects from the museum collection, maintain and store them correctly, document the collections and provide information for visitors to engage with the objects. I help to put together exhibitions and museum events.

Cultural Officer (Education) – My role encourages formal and informal learning in museum and art gallery settings. I help with developing and leading school and family workshops, liaise with artists to provide various programmes, hire out resources to schools and provide interpretation for museum and gallery users.

Cultural Officer (Education Development) – My role is to develop the education programme in museum and gallery settings for all ages and abilities. I write the school workshops, plan activities for different audiences, develop the resource loans boxes which support learning inside the classroom, I also liaise with exhibition and collection staff to develop the interpretation and interactive elements of exhibitions and displays. I am responsible for the education part of any projects our venues are doing which includes working with partnership venues.



Cultural Officer (Events Assistant) – My role is to assist with all aspects of the planning of events. This includes bookings, finances, liaising with artists, risk assessments, etc. as well as day-to-day tasks, ensuring the events are safe and ran smoothly.

Cultural Officer (Events and Development) – My role is to co-ordinate and deliver the cultural events programme in Hartlepool. I work with artists and other professionals to develop events such as The Waterfront Festival and Seasonal events that engage with the community. I also manage the volunteers and staff, as well as the safety of the events.

Museum and Art Gallery Manager – My role includes being responsible for the day-to-day operation of Hartlepool Art Gallery and The Museum of Hartlepool. I plan, prepare and maintain exhibitions, administration and finances, events, liaise with artists, oversee the shop, look after the buildings and manage staff.

Events and Education Manager - I am responsible for the management and operation of the Events and Education service areas to ensure that the service provides a responsive, efficient, appropriate service. I have a shared responsibility for the financial management of the budget reporting for the Events and Education elements and assisting with the setting of annual budgets. I manage a team of staff ensuring that all work programmes, supervisions, annual reviews, training and staff development systems are in place to achieve Council and service objectives. I deputise for the Head of Culture in his absence.

Head of Culture - My role as Head of Culture involves: the strategic direction of Cultural Services; budget and staff management; overall responsibility for the Art Gallery, Museums, Events, Town Hall Theatre and Borough Hall; representing Hartlepool in the Tees Valley and North East from a cultural perspective; interaction with politicians on matters relating to culture.

