



## Freelance Curator Job Pack

**Deadline for Applications:** Monday 15 December

**Interviews:** Monday 5 January (online)

### **Project Delivery Dates:**

**Full-day sessions:** Wednesday 14<sup>th</sup> January, Thursday 15<sup>th</sup> January & Friday 16<sup>th</sup> January

**Half-day follow-up sessions:** Wednesday 27 May 2026, Wednesday 30 September 2026 & Wednesday 24 February 2027

*(Half-day dates may be adjusted by mutual availability)*

### **About the Project**

The Bradford Police Museum is seeking an experienced Freelance Curator to design and structure a series of three volunteer-led curatorial projects, each delivered over a four-month period. These projects will strengthen the museum's volunteer programme, build curatorial confidence, and create new public-facing outputs.

This role is supported through the museum's wider programme of developing sustainable, skilled volunteer-led practice. The curator will inject professional expertise at key points while enabling the volunteer team to take ownership of research, interpretation and curatorial decision-making.

This post, and wider project, is being funded through Museum Development North's Creative Professional Development Grant.

### **Role Overview**

**Contract:** Freelance

**Fee:** £300/day for 3 days (Total £900)

**Additional Guidance Sessions:** 3 × half days at £150 each (Total £450)

**Project Duration:** 12 months

**Reporting To:** Museum Manager

**Working With:** Volunteer Curator Team (approx. 5 weekly volunteers)

The freelance curator will design three structured 4-month projects that volunteers can deliver independently, each including clear learning pathways, research tasks, outputs and evaluation tools. Volunteers meet weekly (Wednesdays, 10am–3pm), providing approx. 85 hours of input per project.

## **Key Responsibilities**

### **1. Volunteer Consultation & Needs Assessment (Day 1)**

The curator will lead an in-person consultation with the volunteer curatorial team to identify:

- Priority skills volunteers wish to develop
- Collections or themes suitable for research, reinterpretation, cataloguing or display
- Opportunities for public outputs

Following the session, the curator will produce a short findings report to inform the project themes.

### **2. Design of Three 4-Month Volunteer-Led Curatorial Projects (Days 2 & 3)**

For each project, the curator will produce a full framework including:

- Project aims and objectives
- Clear learning and development opportunities
- A step-by-step workflow aligned to volunteer hours
- Expected outputs such as a digital exhibition, pop-up display, booklet or interpretive resource
- Monitoring and evaluation tools
- A full toolkit including templates, research prompts, object selection guidance, exhibition text frameworks and recommendations for digital tools.

These frameworks should empower volunteers to work confidently and independently, with only light-touch support from staff.

### **3. Scheduled Half-Day Return Sessions (3 x across the project year)**

One session will take place within each of the three project cycles.

These sessions will:

- Review progress
- Provide troubleshooting and professional advice
- Ensure project outputs remain achievable
- Support volunteers to reflect on skill development

- These are advisory sessions only – the curator will not deliver project content directly.

## **Person Specification**

### Essential

- Demonstrable experience in curating exhibitions, collections projects or digital interpretation
- Ability to design structured, accessible learning pathways
- Experience running workshops or working with volunteers
- Strong written communication skills, including template and guide creation
- Excellent organisational and project-planning abilities

### Desirable

- Experience working with small or volunteer-run museums
- Understanding of community-led interpretation
- Experience designing projects for people with varied curatorial experience
- Knowledge of inclusive and accessible interpretive practice

### Deliverables

- Volunteer consultation session + findings report
- Three fully structured 4-month curatorial project frameworks
- A complete Volunteer Curatorial Toolkit
- Three half-day guidance sessions across the year

## **How to Apply**

Please submit:

- A CV outlining relevant experience
- A short supporting statement (max 1 page) explaining your approach to volunteer-led curatorial practice
- One example of a relevant project, toolkit or resource you have developed (if available)

**Send applications to:** Kendra Howard, Interim Museum Director –  
admin@bradfordpolicemuseum.com

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