

Project Manager needed to oversee local museum move:

Spelthorne Museum in Staines is a well established and popular museum displaying the archaeology and history of Spelthorne. In 2025 the museum will be relocating to the Elmsleigh Centre, Staines, in conjunction with the creation of a new library and community hub. The museum, currently located next to the current Staines library in Thames Street, is expected to move the short distance to its new home by May 2025.

Run by volunteers, the Museum has secured some grant monies, and is working with a museum designer, but now needs a dedicated Project Manager to plan and oversee the practicalities of the design build, liaison between stakeholders, and the packing and move to new site. In addition, there is ongoing work to secure further funding for a second phase of the project - design and build of a Heritage Activity Space to act as museum introduction and community space within the library.

Seeking an experienced project manager, available from end September/early October 2024, to work for 1 to 2 days a week, including meetings with Museum committee and volunteers, the museum designer, and various other stakeholders. Mostly home based but some meetings will need to be in person. Competitive daily rates. Contract could be extended into phase 2 subject to achieving funding.

Contact: Send CV, cover letter, expected daily rates, and availability to: curator@spelthornemuseum.org.uk