



THE STAINED GLASS MUSEUM

Project Advisory Committee – Committee Member

Ref: PAC-WOF-18

Role: Committee Member, Project Advisory Committee

Project: 'Windows onto the future: investigating options for a more accessible and resilient Stained Glass Museum' (HLF Resilient Heritage Project RH-17-04748)

Responsible to: the Board of Trustees

Time Commitment: This is a 2-year project, running April 2018 - April 2020. The Project Advisory Committee will meet a minimum of 4 times per year, and a maximum of 6 times a year (or 12 times over the two-year period of the project).

Location: Meetings of the Project Advisory Committee will take place in London and Ely, Cambs.

Expenses: This is a voluntary role but travel and associated meeting expenses incurred by Project Advisory Committee members that fall within the HLF Resilient Heritage project budget will be paid on production of receipt and completion of an expenses form.



***Do you like a challenging but rewarding role? Want to make a difference?
Use your skills to help transform our unique museum and shape its future.***

The Stained Glass Museum has received a Resilient Heritage grant of £88,000 from the Heritage Lottery Fund (HLF) for an exciting two-year project to investigate options for the future development of our unique museum.

Trustees of The Stained Glass Museum in Ely are seeking skilled individuals with relevant interests and experience to sit on our Project Advisory Committee for the 'Windows onto the future: investigating options for a more accessible and resilient Stained Glass Museum' project.

The Project Advisory Committee will act as an advisory committee for the master-planning and future development of the museum, to manage and oversee the HLF Resilient Heritage project, and make recommendations on the future development of the Stained Glass Museum to the Board of Trustees.

We are looking for individuals who recognise the full potential of our unique independent museum and its marvellous collection, with an interest in, and knowledge of, the museum / arts / cultural / heritage sector, who can bring their skills and experience of Project Management, forward planning and strategic development to this exciting project.

This is an exciting opportunity to utilise your skills to enable the Stained Glass Museum to reach its potential as a 21st century accessible visitor attraction and centre for the discovery, appreciation and enjoyment of stained glass.

About The Stained Glass Museum

With an extensive collection of stained glass from the 13th century to present day, The Stained Glass Museum is unique in the UK. It first opened to the public with a small display in Ely Cathedral in 1979, and has since developed considerably as an attraction welcoming over 26,000 visitors per year. The museum has a diverse programme of events, including talks, lectures, study visits and tours and a successful learning programme for school children and adults, which include curriculum-based workshops, family drop-in activities, and specialist practical glass workshops, designed to promote and develop skills in this historic craft.

The Stained Glass Museum is an independent, fully accredited museum and Charitable Incorporated Organisation (no. 1169842) governed by a Board of Trustees. The museum is in a good financial position with a turnover of over £180,000 and generates a small profit each year. [Find out more about the museum's history.](#)

About the Project Advisory Committee (PAC)

The Project Advisory Committee will consist of 4-6 individuals, a mix of Trustee and non-Trustee members. The PAC will act as an advisory committee for the master-planning and future development of the museum, to manage and oversee the 'Windows onto the future' HLF Resilient Heritage project and make recommendations on the future development of the museum to the Board of Trustees of The Stained Glass Museum. Once appointed by the Board of Trustees, the Project Advisory Committee will be responsible for:

- meeting and communicating throughout the project at agreed intervals;
- working together with museum staff and external consultants to ensure the project runs smoothly;
- managing the tender process for external contracts (including the Evaluation and Masterplan Consultants);
- presenting the Board of Trustees with a transparent assessment of the tender returns and making recommendations to appoint external contracts;
- (after appointed by the Board of Trustees) managing external contracts, including the Evaluation and Masterplan consultants;
- ensuring that the overall project is within the allocated budget, and that all income and expenditure is appropriately accounted for, and spent within the HLF's given timeframe for the project.

The Project Advisory Committee will be assisted by two paid staff members - the museum's Curator (and sole full-time staff member who will act as Project Director) and a part-time Project Administrator (2-year fixed term post).

How to apply

Please submit a 1pg C.V. and short expression of interest by email to Jasmine Allen, Curator, curator@stainedglassmuseum.com by **5pm on Friday 8 June 2018.**

For an informal discussion about the project and role of the Project Advisory Committee please also contact the museum Curator (as above).