



**Museums Association Applicant Information
Pack**

Member Representative

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Welcome letter

Thank you for your interest in the member representative role.

I am delighted you are considering this opportunity and I hope this information pack gives you an insight of who we are and what we do.

The Museums Association (MA) is a values-led campaigning organisation and we believe in the power of museums, and everyone who works in and with them, to make a positive difference to people's lives.

In this exciting role you will have the opportunity to represent our members in your region/nation by being a vital link between the MA and our membership. You will help the MA keep in touch with what is happening on the ground in the sector in your area and communicate to and for the MA.

We hope the following information will encourage you to apply and we look forward to receiving an application.

You can contact me at sophie@museumsassociation.org if you have any further questions about this job.

Best wishes

Sophie Lawson
Membership & Marketing Officer
Museums Association
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About us

We are a dynamic membership organisation that campaigns for socially engaged museums and a representative workforce. We work ethically and sustainably and collaborate with partners where we have common aims and values. We advocate for and support museums and everyone who works in and with them so that the value and impact of museums and their collections is realised.

We are the only organisation for all museums in the four nations of the UK. We recognise the differences in context, culture, legislation, policy and practice between the nations and we strive for equitable treatment for all our members in the UK. We are independent and not-for-profit and advocate for museums without fear or favour from governments or funding influences.

Our mission

Inspiring museums to change lives.

Our vision

Inclusive, participatory and sustainable museums at the heart of their communities.

Our values

- We lead with courage and passion.
- We champion diversity and equity.
- We work collaboratively, inclusively and ethically.
- We campaign for social and climate justice.
- We lead change by example.

What we offer

The role is unpaid, but there are many benefits you will get in return for your time and expenses will be reimbursed. You will get:

- An opportunity to develop your career and engage with colleagues across the UK.
- A chance to contribute to the work of your professional association and reflect the priorities of your area.
- A free place at Museums Association Annual Conference each year worth £375.
- A free place at one of our one-day conferences each year.
- Your MA membership renewal fees covered during your term.
- A free year paid towards your AMA or FMA.
- Expenses reimbursed when you attend our annual conference, MA representative events and meetings.

Role description

Representatives are a vital link between the MA and its members and are champions of the organisation and its policies and values. In this role you will:

- Champion and represent the MA and its values and policy priorities to the museum sector.
- Have the chance to sit on the MA's committee for your nation – these committees meet three times a year and provide the opportunity to contribute to our policy and advocacy work.
- Feedback members' views and regional sector developments to the MA.
- Keep members in the local area up to date with MA policies and activities and communicate with members and the sector via social media and our regional/national JISCMail email lists.
- Help facilitate and encourage sign up to our annual conference and members' meetings in your region/nation.
- Inform members in your region of the MA's professional development opportunities, including the online Museum Essentials courses, and the formalised Associateship (AMA) and Fellowship (FMA) programmes, and support those undertaking the programmes.
- Organise a minimum of two informal meetings a year for members in your area either on Zoom or in-person.
- Attend meetings of relevant regional/national bodies on behalf of the MA.
- Attend member representative meetings to share feedback and to learn about MA policy initiatives, consultations and plans.
- Encourage individuals and institutions to join the MA and attend MA events.

- Contribute to Museums Journal, our events and website content where appropriate.
- Support local Associateship of the Museums Association (AMA) groups.
- Contribute to regular catch-up conversations with other representatives in your region and a designated member of the MA staff.
- Meet with your designated member of the MA team once per year for an annual progress review of activity and engagement.

As a progressive organisation we are committed to being as flexible as possible to allow for personal circumstances. We ask our representatives to attend as many of the meetings as possible but also understand that this is a voluntary role and that it may not always be possible to attend everything. We also run the majority of our meetings online, with only one in-person all representative meeting per year.

Person specification

The skills and qualities required to be a representative include:

- a strong awareness of, and interest in, MA policy at a local and national level
- good communication skills, including the ability to speak at events and through media channels
- the ability and willingness to take time out to attend meetings
- the ability to communicate with members
- the skills to report feedback concisely and objectively.

Applicants must be current individual members.

In your first year you will...

- Have an initial meeting with a member of staff at the MA and other representatives in your region/nation to discuss your yearly action plan.
- Hold informal member meetups in your area, working with other representatives in your region/nation. This can be in person at a museum/pub/event space or virtually via Zoom.
- Sign up at least one museum in your region/nation to join as a member.
- Contribute towards networking at Conference by arranging informal events, for example on specific sector topics or with delegates from your region; co-hosting

at the MA Hub at designate times to chat with members about a range of topics; and supporting the facilitation of online and in-person sessions.

Time commitment per year

Online reps meeting – 1.5 hours

In person reps meeting – 1 day

Conference – 3 days

Stakeholder meetings – 6 hours

Nation/region Members Together meeting – 1 day

Informal meet up x 2 (minimum) – 2-6 hours depending on format

Time spent emailing/promoting/on social media for MA – 6 hours

Regional catch-up meeting with MA staff member – 1 hour

1-1 annual progress report with MA staff member – 1 hour

How to apply

The closing date for applications is **11.59pm on Monday 8 December 2025**.

Please send completed application form and equality and diversity monitoring form to alice@museumsassociation.org with subject heading 'Application for rep role.' You will find these forms on the role listing on our website.

We are actively seeking and welcome applications from people from a range of diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.

All candidates will be contacted via email to let them know if they have been successful or unsuccessful in their application.

Useful Information

Selection process

A shortlist of applicants will be selected by, Will Adams, Deputy Director, Zoe Spencer, Marketing and Membership Manager, and Sophie Lawson, Membership & Marketing Officer. These will then be put to Sharon Heal, Director, for final comments before a

selection is made. We are happy to provide feedback on unsuccessful applications when requested.

Commitment to equality

We will treat the information confidentially, and it will not be directly used as part of the shortlisting process. However, in cases where applicants are equally qualified, as per our recruitment policy we may use this data to give preference to applicants from diverse backgrounds.