



Roles, responsibilities and functions

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1. DESCRIPTION AND FUNCTIONS

Described by Lonely Planet as ‘not just the best museum in Ireland but one of the best in Europe’, the Chester Beatty is the pre-eminent Irish museum promoting the appreciation and understanding of world cultures with holdings of manuscripts, rare books, and other treasures from Europe, the Middle East, North Africa and Asia. An engaging and welcoming space, visitors from Ireland and overseas will find permanent and temporary displays, an intercultural learning programme and a broad variety of public activities for all ages and backgrounds.

A vibrant National Cultural Institution, the Chester Beatty also reaches out to the culturally diverse communities in Ireland. By drawing upon and interpreting the wonderful collections, the museum actively engages with the newest members of our society.

Once the private library of Sir Alfred Chester Beatty (1875 – 1968), a successful American mining engineer, collector and philanthropist, the Chester Beatty is also today a research library for scholars from all over the world.

The Chester Beatty is a public charitable trust established under the will of the late Sir Alfred Chester Beatty, who left his Collections in the care of a Trust for the benefit of the Irish people. As a charitable institution, the Chester Beatty is responsible directly to the Charities Regulator and is subject to all duties and responsibilities of the Charities Act 2009. It is approximately 80% funded by the Department of Culture, Heritage and the Gaeltacht, and is a registered Public Sector Body.

The Chester Beatty is governed and owned by a Board of Trustees appointed under the terms of the will of Sir Alfred Chester Beatty, as modified by an order of the High Court of 16 December 1997. The new arrangements for service of trustees, the appointment of ministerial nominees to the Board of Trustees and of a new location for the Chester Beatty were approved by the Court in accordance with an agreement made between the Trustees and Government in 1996 and are now in operation.

The Board of Trustees consists of a maximum of twelve members, one each of whom is appointed by the President and Taoiseach and three by the Minister for Culture, Heritage & the Gaeltacht. The Director of the National Library serves as a Trustee ex officio. All other Trustees are co-opted. The Trustees elect the Chair.

Since 1997, the Trustees of the museum are appointed or co-opted to serve five-year terms and may serve a maximum of two consecutive five-year terms. Trustees do not receive any remuneration, aside from modest receipted expenses incurred, while carrying out their duties. All expenses are paid in accordance with the guidelines and rules set down by the Department of Public Expenditure and Reform.

2. MISSION STATEMENT

To maintain and preserve the collections of the Chester Beatty and to make them available in the most appropriate ways for the use and enjoyment of the public and for scholarly study and research, in order to promote a wider appreciation and understanding of the international cultural heritage embodied in the collections and to foster relations between Ireland and the peoples whose cultures are represented in the collections.

3. STRUCTURAL BREAKDOWN

Information on staff activities is available in the [Chester Beatty Annual Reports](#)

Role Title	Department; Reports To	Role - Main Responsibilities	Records Held
Director	<p>Department: Director's Office</p> <p>Reports to: Chair – Board of Trustees</p>	<p>Acts as chief executive officer, chief curator, librarian and secretary to the trustees. Responsible for the day-to-day management of the museum, its financial affairs, security, public relations and development, and for the care and maintenance of the collections of the museum, assisted by the curators, technical and security staff. The Director advises the Trustees on the conduct of the business of the Chester Beatty and reports regularly to them on its operations. The Director develops policy proposals for the management of the business of the museum and represents the museum publicly at home and abroad.</p>	<ul style="list-style-type: none"> ○ Auditor's reports ○ Risk Management documentation ○ Governing legislation and documentation ○ Accreditation documentation ○ Minutes of the Board of Trustees ○ Correspondence ○ Strategy and Policy documentation ○ Minutes of Management meetings ○ Legal affairs documentation ○ Emergency Response Plan ○ Annual Reports
Executive Assistant to Director	<p>Department: Director's Office</p> <p>Reports to: Director</p>	<p>Responsible for managing the affairs of Director's Office, providing a high level of executive support to the Director and representing the Office to both staff and external constituents. Duties include; drafting correspondence and documents, preparing briefs, lecture preparation, research, report writing; maintaining office records; drafting agendas, arranging meetings, taking and circulating minutes; coordinating the Director's calendar and making travel arrangements; assisting the Director with governance matters; updating CRM system records.</p>	

Finance Manager	<p>Department: Operations & Administration</p> <p>Reports to: Director and Head of Operations & Administration</p>	The Finance Manager is responsible for the provision of financial information as required by the Director and Trustees. In addition, the Finance Manager is responsible for the payment of accounts, preparation of the annual budget, and monthly payroll. Summary accounts are available in the museum's Annual Report and Accounts.	<ul style="list-style-type: none"> ○ Financial policy documentation ○ Accounts Payable ○ Accounts Receivable ○ Bank Records ○ Financial Statements ○ Fixed Assets ○ Payroll/Employee Expenses ○ Budget Planning Material
Head of Operations & Administration	<p>Department: Operations & Administration</p> <p>Reports to: Director</p>	The Head of Operations & Administration Manager oversees the following function areas: Facilities & Security, Finance, Human Resources, ICT, Giftshop & Silk Road Café and directly carries the marketing function of the Chester Beatty.	<ul style="list-style-type: none"> ○ Media and Public Relations Material ○ Material relating to the marketing programme ○ Material relating to website development ○ Material relating to corporate branding ○ Facilities Management documentation ○ OPW Meeting minutes ○ Tender & Procurement Documentation ○ Health and Safety reports ○ Freedom of Information Requests
Facilities & Security Manager	<p>Department: Operations & Administration</p> <p>Reports to: Head of Operations & Administration</p>	Responsible for the management and maintenance of security, security systems, buildings and facilities at the Chester Beatty. Duties include; managing the Visitor Services staff in relation to rosters, attendance, training and performance; liaising with CB management, the OPW and external contractors on matters of maintenance of the building and facilities; liaising with CB technical staff in relation to the technical installations for security and building management control systems; acting as a key-holder for the premises and responding to fire and security alarm	<ul style="list-style-type: none"> ○ Parking permits ○ Maintenance records ○ Requisition logs ○ Staff rosters ○ Fire inspection records ○ Health & Safety records ○ CCTV footage

		calls; being an integral part of the Emergency Response Team responsible for building recovery and service continuity; being the Safety Officer for CB, managing Health & Safety for the building and facilities, including the management of the Evacuation and First Aid Plans and liaising with the Head of Operations & Administration in this regard; maintaining all documentation and records required in compliance with Health & Safety, maintenance and security issues; assisting in the mounting of exhibitions and internal movement of collections; managing technical/IT requirements for exhibitions and events on the premises, in consultation with the CB's technical staff; coordinating the movement of shop stock and other items to and from off-site storage.	
Visitor Services Supervisor & Senior Visitor Services Officers	<u>Department:</u> Operations & Administration <u>Reports To:</u> Facilities & Security Manager	Responsible for assisting/deputising for the Facilities & Security Manager in the management and maintenance of security, security systems, buildings and facilities at the Chester Beatty. Duties include; the arrangement of adequate supervision of the public, preparing and supervising rosters for gallery patrol, switchboard & front desk duty paying particular attention to the provision of adequate staffing for each operation; liaising with OPW/other contractors on matters of maintenance in the building and keeping in regular communication with the ICT Manager technical aspects of alarms, heating and climate control systems and on health and safety issues of a technical nature; supervising/arranging supervision for external workers, including contract cleaning staff; arranging for induction/in-house training for new members of the VSO team; assisting with annual appraisals of the VSOs; monitoring, approving and keeping records of attendance and absence of VSOs; assisting in the mounting of exhibitions and movement of collections material. Duties also include participating in the VSO roster, switchboard & front desk duties; acting as a key-holder and participating in the on-call roster; carrying out and reporting on projects appropriate to the grade.	
Visitor Services Officers	<u>Department:</u> Operations & Administration <u>Reports To:</u> Senior/Head Attendant	Responsible for maintaining security and being the first point of contact between the public and the museum. Duties include; responsibility for the physical security of the collections in public exhibition galleries, at the reception desk or in the public reading rooms; proactively providing information to visitors about the Chester Beatty's exhibitions, events, activities and services; engaging in messenger, post and switchboard duties; responding to fire and security alarm calls, including on call duty; operating equipment monitoring temperature and humidity levels; supervising	

		outside contractors/workers; performing light cleaning, routine waste disposal and routine maintenance duties, ensuring the premises are kept clean and in good order; assisting the Collections team in the mounting of exhibitions and internal movement of collections; assisting in setting up areas for events and functions.	
Giftshop Manager	Department: Operations & Administration Reports to: Head of Operations & Administration	Responsible for the operation of the museum Giftshop, selling products relevant to the collections, including specially commissioned material. Duties include; managing the finances of the Giftshop; purchasing and controlling stock; recruiting and managing staff.	<ul style="list-style-type: none"> ○ Publisher's invoices ○ Shop sales correspondence
Retail Assistant(s)	Department: Operations & Administration Reports to: Giftshop Manager	Responsible for providing excellent customer, visitor and sales services and increasing sales and turnover through excellent service, product knowledge and proactive selling. Duties include; merchandising Giftshop products; banking, preparing floats, cash management; pricing and processing stock; maintaining a clean environment; basic security; Giftshop website, blog and social media updates to increase sales and increase brand awareness; supervising/training volunteers/interns; deputising for Giftshop Manager.	
ICT Manager	Department: Operations & Administration Reports to: Head of Operations & Administration	The ICT Manager role is responsible for maintaining, developing and managing the museum's IT and communications infrastructure. They will assist with digital and web platforms; advise the Senior Management Team on technical and digital media development strategies, e.g. the technical architecture of the computer network, the maintenance/expansion of the building management system and further development of web and mobile platforms. S/he will also; plan and oversee the research, evaluation and integration of new technology, systems development methodologies, data administration, capacity planning, training and technical support; prepare project plans and schedules for technical systems development and manage projects in line with budgets and timelines; manage third party IT/technology experts and analysts involved in projects; be responsible for technical support services.	<ul style="list-style-type: none"> ○ Licenses ○ Maintenance contracts ○ Technical correspondence ○ IT Policy and Procedure Documentation ○ Request for technical support ○ System Development/Project Management Documentation ○ Subject Access Requests

		The ICT Manager is also currently the museum's Data Protection Officer.	<ul style="list-style-type: none"> ○ Correspondence in relation to Data Protection
Human Resources Manager	<p><u>Department:</u> Operations & Administration</p> <p><u>Reports to:</u> Head of Operations & Administration</p>	Responsible for developing HR planning strategies with the Director, Head of Ops & Admin and Head of Collections; adherence to DAHG (& D/PER) policy; recruitment; ensuring compliance of HR records, policies and procedures; employee relations; training and development; liaising with payroll; mentoring and coaching supervisors with HR issues.	<ul style="list-style-type: none"> ○ Solicited/Unsolicited Curriculum Vitae ○ Recruitment documentation ○ Personnel Files ○ Garda Vetting Forms ○ Occupational Health Reports ○ Industrial Relations documentation ○ Staff training and development documentation ○ HR Policies and Procedures ○ Superannuation Records ○ Intern Records ○ Employee Schemes (i.e. Travel Passes, Bike to Work scheme) ○ Staff Appraisal Documentation
Head of Collections	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Director</p>	The Head of Collections is responsible the safekeeping and display of the CB Collections, overseeing all Collection Management functions such as audits, collection registration and risk management and leading the CB's Collections strategy. Duties include; advising on and overseeing all research projects, publications, and public programmes; keeping abreast of research trends/changing needs of researchers; providing advice to the Director on proposed exhibitions on loans to external organisations; overseeing the project management of service propositions including digitisation projects, exhibitions, and other collaborative	<p>Head of Collections Records;</p> <ul style="list-style-type: none"> ○ Collections meeting minutes ○ Project Documentation

		<p>projects within/outside the museum; making a personal contribution to CB's research reputation; managing administrative detail and staff management of the Collections area; submitting proposals in accordance with the acquisitions policy of objects for purchase or donation, and providing oversight of the work of the different sections dealing with the Collections; participating in the exercises of budget and audit and the preparation of the Annual Report; working closely with the Head of Operations & Administration in providing continuity of management for the museum in the absence of the Director and also on day-to-day management issues; engaging with the promotional and development programmes of the CB and participating in the strategic planning process for the institution and in the review of strategic developments; investigating funding opportunities, in consultation with the Director, from research councils, and other bodies to enhance CB's Collections.</p>	
<p>Head of Conservation</p>	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Head of Collections</p>	<p>The Head of Conservation role is responsible for carrying out conservation surveys of material in the collections, conducting work of conservation and managing conservation contracts of tasks outsourced. Duties include; examining and reporting on material intended for loan to ensure fitness to travel, examining and validating conservation-condition reports of inward loans; managing and supervising Conservation staff and others who manufacture mounts and boxes for exhibition material; sourcing training for non-conservation staff; advising on conditions of care for the collections.</p>	<p>Head of Conservation Records;</p> <ul style="list-style-type: none"> ○ General correspondence ○ Condition reports ○ Treatment reports ○ Survey records ○ Technical data sheets ○ Exhibition files ○ Loan files ○ Internship and placement student files
<p>Book and Paper Conservator</p>	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Head of Conservation</p>	<p>Responsible for assisting with the long-term preservation of the Chester Beatty Collections. Duties include; executing the hands-on treatment of bound and unbound rare books, manuscripts and works of art, maintaining the highest technical and ethical standards; stabilising collections so that they can be made available for exhibitions, loans, photography and research; assisting with the installation of temporary exhibitions and rotation of collection items on display in the permanent galleries; preparing items travelling on loan and acting as courier; working with other contract conservators, supervising interns and students to achieve the goals set by the Strategic Implementation Plan; carrying out technical research to increase the body of knowledge about the collection; promoting the Chester Beatty and the conservation profession by participating in outreach activities.</p>	

Registrar	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Head of Collections</p>	Responsible for the operation of the Registrar's Office in accordance with international museum standards, including collections registration, co-ordination of all collection movement, arranging all logistical, contractual and insurance matters relating to exhibitions and the loans programme. The Registrar is responsible for the overall management and co-ordination of all registrarial procedures relating to the care of the Collections and its programmes of displays, loans and acquisitions. Duties include; developing, managing and maintaining the CB's collections management system, including all associated documentation (both paper-based and electronic), location controls and audits; developing, managing and maintaining procedural manuals, data standards and terminology controls; managing, in consultation with the Collections Team, all arrangements for in-house and incoming temporary exhibitions and rotation of the permanent displays; managing outgoing CB loans and exhibitions; development of online access, building relationships with external bodies and representing the museum on relevant boards and committees.	<ul style="list-style-type: none"> ○ Requests for access to the collections ○ Loan records ○ Inventories ○ Accession records ○ Record change forms
Curators	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Head of Collections</p>	Responsible for assisting the Director in the care, maintenance, cataloguing and presentation of the collections, provision of services to scholars and readers, research, education, lecturing and related administrative duties.	<ul style="list-style-type: none"> ○ Correspondence ○ Material relating to exhibition design ○ Research material
Curatorial Assistants	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Curator</p>	Responsible for assisting the Curator in the care, maintenance, cataloguing and presentation of the collections. Duties include; providing services to scholars and readers, research, education, lecturing; administrative duties; liaising with cataloguers (organizing and overseeing the preparation of material including the scanning of microfilms, responding to cataloguers' queries, reviewing submitted/completed catalogue entries, assisting visiting cataloguers, assisting with payment calculations.)	
Reference Librarian	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Head of Collections</p>	Responsible for managing the reference collections of the museum and the Archive. Duties include; maintaining public and specialist readers' services; managing the Reference Library budget; supervising the work of the Assistant Librarian and any volunteer staff.	<ul style="list-style-type: none"> ○ General correspondence ○ Request for access to the Reference collection ○ Inter-Library loan records ○ Material relating to Records Management,

		In addition, the Reference Librarian is responsible for the implementation of the Records Management Programme, and the processing of Freedom of Information Requests.	<ul style="list-style-type: none"> including policies and procedures ○ Record Destruction Certificates ○ Record Transfer Forms
Assistant Librarian	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Reference Librarian</p>	Responsible for contributing to the routine operation and promotion of the Reference Library and Archive. Duties include; accessioning reference books and periodicals; processing inter-library loans; retrieving collection material and supervising the Reading Room; dealing with enquiries from staff and researchers; cataloguing and describing archival materials; participating in archival research projects and collections maintenance; contributing to the development of policy regarding the Reference Library & Archive; being Content Editor for the museum's "What's On" newsletter	<ul style="list-style-type: none"> ○ Correspondence relating to the museum's newsletter
Head of Education	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Head of Collections</p>	Responsible for developing and managing education and outreach activities and providing public information on the museum, including; learning programmes including school tours, activities for primary and post-primary schools, learning materials related to the school curriculum with particular emphasis on intercultural dialogue through themes as found in the collections; public programme of talks, art workshops for adults and children, art demonstrations, films, music events, family activities, adult and teen drawing packs as well as partnership projects in Ireland, Europe and Asia. These activities relate to the collections, interpreting the materials and the cultures/religions represented and relating them to permanent displays and temporary exhibitions; reports for the EU in relation to the Open Method of Coordination on access, participation and intercultural dialogue in arts and culture.	<ul style="list-style-type: none"> ○ Child Protection Guidelines ○ Material support educational programme ○ Records pertaining to educational events ○ Facilitator Contracts ○ Survey/Feedback Forms ○ Records pertaining to Local, National, Cross-Border, EU and International Projects ○ Consent Forms
Education Officer/Volunteer Co-ordinator	<p><u>Department:</u> Collections</p> <p><u>Reports to:</u> Head of Education</p>	Responsible for liaising with the Head of Education to implement the Learning Policy of the museum. Duties include; managing and developing the Volunteer programme; preparing/updating learning materials and guided activities for visitors; managing education assistants, interns, volunteers and freelance staff; training guides, volunteers and facilitators in the delivery of programmes; developing existing relationships with organisations in both the formal and informal education sectors;	<ul style="list-style-type: none"> ○ Tour bookings ○ Volunteer personnel files ○ Material relating to volunteer training sessions

		developing in-house contribution to education and outreach provision through collaboration between key members of museum staff, in partnership with other organisations; assisting with the administration of the Education budget; exploring new initiatives in museum education.	
Education Assistant	Department: Collections Reports to: Head of Education	Responsible for assisting with the delivery of the public programme, including liaising with workshop assistants, facilitators, artists, volunteers and guest speakers. Duties include; administering the day-to-day running of the education department, including maintenance of filing systems and minute taking; administering contracts and manage flights/accommodation bookings for facilitators, lecturers and visiting artists; managing tour/workshop bookings; providing support for set-up, event planning and logistics and Creative Corners; supporting volunteers, including schedule co-ordination, training and research on aspects of the collection; researching target audiences; managing visitor feedback, surveys and focus groups specific to the Education and Volunteer programmes; assisting with update of website content management, social media and marketing the public and education programmes.	
Head of Development	Department: Development Reports to: Director	Responsible for identifying and engaging with prospective donors (individuals, corporations and foundations), with a view to delivering significant funding and creating short- and long-term development strategies to maximise the income generated to support the CB Mission and Strategy. Duties include; developing and implementing the fundraising strategy; identifying and cultivating new support and relationships at local, national and international level while sustaining the existing base of donors/sponsors; researching and drafting applications to foundations, trusts, individuals and corporations for support; with the Membership & Development Officer, developing and expanding the Friend's programme; with the Events Coordinator, managing and developing the commercial Events function; liaising continuously with the Director and Management Team to identify opportunities to promote and publicise the museum with a view to engaging donors and sponsors.	<ul style="list-style-type: none"> ○ Material relating to donors and sponsorship ○ Research and reference material ○ Grant/Funding applications

Membership & Development Officer	Department: Development Reports to: Head of Development	Responsible for the management, growth and day-to-day operation of the Friends Membership Programme. Duties include; planning and managing all Friends-related events, including tours, films and exhibition openings; assisting with the management of events that are part of the day-to-day public programme and supporting the Head of Development with corporate fund-raising and related administrative duties.	<ul style="list-style-type: none"> ○ Friends records ○ Friends donations ○ Friends financial records ○ Booking Forms ○ Club records ○ Mailing List ○ Event brochures
Events Co-ordinator	Department: Development Reports to: Head of Development	Responsible for managing and organising events, functions and receptions at the museum. Duties include; marketing and publicising the venue; liaising with clients, caterers, relevant Chester Beatty security and administrative staff; putting in place all plans for the event; overseeing all preparations and normally being present while the event is taking place.	<ul style="list-style-type: none"> ○ Event bookings records ○ Event schedule records
Head of Digital	Department: Digital Reports to: Director	Responsible for the digital direction and strategy of the museum, the creation of digital content and the development and management of the content to facilitate access to collections, increase online user numbers, and promote the museum's aims, objectives and mission. Duties include; supervision of the Digital team; the preservation, maintenance and archiving of all digital assets & resources; overseeing the technical development of the museum's digital activity and working with the ICT Manager to ensure appropriate infrastructure is in place to facilitate the digital strategy's aims and objectives; developing and implementing an E-commerce strategy and exploring all digital revenue opportunities; working with the Head of Development to identify sources of funding for digital projects; embedding the role of digital across the entire organisation and developing staff competencies; successfully delivering digital projects; setting annual budgets; overseeing a strategic approach to the use of social media and continuing to grow CB's social media footprint.	
Digital Services Assistant	Department: Digital Reports to: Digital Curator	Responsible for the delivery of Chester Beatty images and appropriate licences to a variety of end users. Duties include; managing photographic and reproduction rights requests; image and license delivery; co-ordinating digital imagery orders for external & internal use; cataloguing photographs via the Digital Assets Management	<ul style="list-style-type: none"> ○ Image Order Correspondence

		System and Collections Management Databases; advising staff on copyright issues; providing images for press, publicity, in-house social media and publications.	
Digital Curator	<p><u>Department:</u> Digital</p> <p><u>Reports to:</u> Head of Digital</p>	Responsible for assisting the Head of Digital to develop and manage the digital presence to facilitate access to collections, increase online user numbers, and promote the museum’s aims, objectives and mission. Duties include; data curation and management of digital resources, creation of digital collections, enabling discovery and retrieval for the preservation, maintenance and archiving of digital assets; work with the ICT Manager and Registrar to standardise collections metadata and integrate museum systems as necessary; manage the Digital Services Assistant/Digital Assistants to ensure delivery of rights and reproductions services and in-house digitisation of collection objects; manage the Digital Asset Management System; liaise with Head of Collections to prioritise material for digitisation and to schedule workflow; assist in setting up a standard operating procedure for digitisation, including defining a house style, colour standards and a digital preservation procedure; provide costs and technical data for digitisation; work closely with the marketing personnel to develop content for social media; ensure copyright standards are adhered to in the provision of digital content.	<ul style="list-style-type: none"> ○ Licensing contracts ○ Material relating to copyright and intellectual property rights