

Accreditation Mentor Agreement – Dated 31st Jan 2022

Museum Details

Name of museum contact person: Geoffrey Taylor

Museum address:

Chain Bridge Forge, High St., Spalding, Lincolnshire PE11 1TX

Museum telephone: 07960587724

Email address: chainbridgeforge@gmail.com

Website www.heritagesouthholland.co.uk and www.chainbridgeforge.co.uk

Accreditation Mentor Details

Name of mentor: Rebecca Craven

Mentor address: 35 Nursery Vale, Morton, Gainsborough, Lincs. DN21 3GE.

Mentor telephone: 07407090562

Email address: Rebecca.craven@lincolnshire.gov.uk / racraven4@gmail.com

Accreditation status of the museum

Date museum entered Accreditation: 20/2/2014

Date of last Accreditation assessment: 20/2/2014

Accreditation number: 2297

Current status: Full

Responsibilities of the Accreditation Mentor

I will advise the museum on obtaining Accreditation and from then on support the museum in maintaining the standard. In order to provide a framework for this activity I will:

- Carry out an annual Accreditation review with the museum, looking at the forward plan and discussing the museum's advice needs for the coming years and help the museum source that advice.
- Endorse and sign Accreditation applications and returns.
- Visit the museum a minimum of twice a year of which one visit will be a governing body meeting.

In order to support the museum I will:

- Make contact details available and communicate with the museum
- Be available or let the museum know if my availability changes.
- Keep up to date with current professional standards or know how to access further advice and information.
- Be an advocate for the museum.

- Support the museum in accessing networks and engaging with the wider museum community.
- Not advise outside my areas of expertise but direct the museum to other sources of advice.
- Act professionally and maintain confidentiality at all times.

Responsibilities of the Museum

We are committed to being an Accredited Museum and recognise the need for the support of a museum professional. To gain full benefit from this relationship we will:

- Work within the Accreditation standard.
- Work on the annual Accreditation review with the mentor, looking at the forward plan and discussing the museum's advice needs for the coming years.
- Consult the mentor regularly and use their expertise.
- Involve the mentor in drawing up our Forward/Business plan as agreed.
- Invite the mentor to Trustee meetings with due notice and allow him/her to comment on issues under discussion or of concern.
- Advise the mentor of any change in circumstances relating to Accreditation
- Allow the mentor access to all areas of the museum's work and all the people working for the museum
- Keep the mentor informed through:
 - All Trustee board papers and minutes, circulated in a timely manner before and after the meetings
 - Other relevant committee minutes as agreed
 - General mailings and information

Review and termination

Both the museum and the mentor recognise that circumstances change and that either party has a right to withdraw from this agreement. Either party will give a minimum of one calendar months' notice of their intention to terminate the agreement.

Disagreements

Every effort will be made to clear up any misunderstanding or grievance through dialogue in the first instance.

If this or formal written complaints do not clear the matter up, with the agreement of both parties, a third party can be approached to support finding a resolution. This may be a Trustee not involved in the matter or a nominee from South West Museum Development, as agreed by both parties to the dispute.

Declaration

Both the museum and the mentor will strive to develop a positive on-going working relationship.

Chair of governing body

Signed: 

Print name: G. Taylor

Date: 31st Jan 2022

Museum Mentor

Signed: R. Craven (e-signature)

Print name: Rebecca Craven

Date: 29.01.2022

Background

Museum: Chain Bridge Forge Museum

Overview of the collection:

Chain Bridge Forge Museum will be a living museum, which tells the story of the Blacksmith's workshop, the people involved the Blacksmith's craft, and their relationship to the community that they served.

The main services the museum provides:

- Preserving the Blacksmith craft
- Maintain Chain Bridge Forge so that it can take visitors
- Explain the history of the Forge and the people it served through an online collection
- Generate income to maintain the Forge and it's work by providing the following services. Blacksmithing by taking on paid work (restoration, repair, commissions and training)
- Maintain Accreditation and Collection
- Seek funding to further these services and attract new audiences

Museum Mentor: Rebecca Craven

Background and experience:

Education

2015-Present: Wilberforce Institute for the Study of Slavery and Emancipation, University of Hull

PhD in Heritage Studies, funded by the AHRC's Antislavery Usable Past project. 'Legacies on Display; Antislavery in Museums' examines the way in which UK museums engage with antislavery as both an historic and a contemporary issue.

2015-2016: University of Hull (Heritage Consortium)

Postgraduate Certificate in Heritage Research – Distinction.

2014-2015: Newcastle University

MA Museum Studies - Distinction.

2011-2014: University of York

BA Hons Degree, History - First Class.

Current Role

Collections Development Officer, Lincolnshire County Council, January 2020 – Present.

- Manage and care for collections within Lincolnshire County Council Heritage Service, across a number of publicly open sites and stores; including archaeology, geology, natural history, world cultures, social history.
- Develop interpretation for exhibitions and displays focussing on collections.
- Facilitate access to collections through enquiries; written correspondence and/or site visits.
- Lead on the deposition process, for acquiring new material from archaeological archives from projects across the county.
- Input to the social media, website and other digital content for The Collection Museum & Usher Gallery.
- Run tours and workshops for groups; developing these on a bespoke basis where requested.

Past Experience

Freelance, December 2018 – Present

- Developed and led session plans and resources for primary school children, on the theme of 'home' as part of a partnership working with schools in Sierra Leone. This was delivered at the Wilberforce Institute, in Hull Museums and across the city.
- Developed and led sessions for college students studying the slave trade in their A Level courses. Hosted at the Wilberforce Institute, the pupils were

taken to Wilberforce House Museum to critically analyse the collections as 'sources' in determining key arguments for their assignments.

- Developed and led a consultation workshop based on controversy surrounding the Jamie Reed exhibition at the Humber Street Gallery in Hull. Facilitated a focus group, recruited participants and wrote a report analysing the findings and suggesting recommendations.
- Researched, written and delivered talks/presentations on a number of subjects to a variety of adult audiences, including WIs, women's groups, rotary clubs, U3A, local history groups.

Assistant Curator of Projects, Hull Museums, March 2019- December 2019.

- Care for a range of collections, including decorative arts, furniture, costume, military, social history and slavery, in the historic environment of Wilberforce House Museum.
- Research, document and photograph the existing collections, as well as acquisition new items to the collection.
- Respond to public research enquiries, and facilitate access to the collections for researchers.
- Deal with image enquiries from members of the public, researchers and media outlets in line with copyright regulations.
- Write interpretation for exhibitions and temporary displays in the forms of panels and labels, as well as writing content for the museum's blog and social media.
- Develop and put together temporary displays and exhibitions on a variety of themes, working with a number of external stakeholders, across Hull's nine museum and heritage sites.
- Responsible for environmental monitoring and reporting, as well as routine conservation cleaning.
- Add to and update records on the museum's collections database (KeEmu), in line with accreditation standards.

Digital Learning Officer, Heritage Learning Hull, September 2018- December 2019.

- Develop content for the award-winning Hull Curriculum project for local schools- researched primary source material from collections, wrote copy for the online platform, developed cross-curricular teaching ideas, created interactive experiences for in-school engagement and museum visits.
- Manage the social media accounts for the company.
- Work with external partners and schools to develop online content for use within classrooms and alternative educational environments.
- Successfully bid for, and was awarded grant funding for a new digital learning opportunity for visiting schools, funded by AHRC Age of Revolution project.

PhD Researcher, University of Hull, September 2015- Present.

- Conducted in-depth research into collections relating to slavery and antislavery housed in public museums across the UK, USA and Canada.
- Designed and delivered a range of workshops for schools, in partnership with the schools, the funding provider and the university's outreach team.

- Developed an online resource mapping museums around the world that engage with and interpret the topic of slavery on a permanent basis. See: www.antislavery.ac.uk/legaciesondisplayslaveryinmuseums

Programmes Assistant, Heritage Learning Hull, September 2016- August 2018.

- Developed led session programmes in line with external partners and their funding grants- managed budgets and delivered under strict time constraints.
- Delivered formal learning programmes across three of Hull's museums, the Hull History Centre (archive) and Ferens Art Gallery, across EYFS, KS1-5 and adult groups.
- Trained new staff and volunteers for the delivery of museum-based sessions, specifically with regards to object handling.
- Developed and delivered a range of public events (informal learning) in partnership with museum curators across Hull Museums sites.
- Awarded a Sandford Award for excellence in development and delivery of learning programmes at Wilberforce House Museum.

Collections Information Assistant, Royal Collection, Windsor Castle, April 2015-June 2015.

- Catalogued newly accessioned items onto the digital collections management database.
- Marked, labelled and packaged objects ready for storage.
- Conducted an inventory check of historic environment while also undertaking conservation cleaning and condition reports of objects.
- Researched and wrote labels for a private exhibition for the European Phaleristic Society.
- Assisted with the delivery of education activities within public spaces.

Cultural Services Advisor, Gainsborough Old Hall, June 2014-September 2014.

- Delivered educational programmes, in costume, to children aged seven-thirteen.
- Ensured the site was clean and tidy (doing both historical and non-historical cleaning) and maintained accessibility, in line with organisation policy and health and safety advice.
- Held a set of keys and opened/locked the building on occasion.
- Set up/dismantled equipment for corporate events.

Visitor Services Team Leader, National Trust, Beningbrough Hall, Nr York, February 2013 until June 2014.

- Welcomed visitors to the house and acted as a room steward, answered any questions that visitors had about the house and the collections- sometimes in costume.
- Opened/locked the house each day and made sure it was tidy and secure, and briefed the staff and volunteers about events, and coordinated the volunteers should be.
- Assisted with the delivery of formal led sessions, both in the Hall and across the Estate.

- Supported with conservation cleaning of objects and the room interiors when the Hall was closed for the winter.

Museum Assistant (Collections), North Lincolnshire Museum, June 2010- October 2012.

- Cleaned, catalogued and packaged objects ready for storage.
- Tidied and maintained the museum stores.
- Supported with environmental monitoring across the museum, and other sites.
- Contributed to the development of exhibition interpretation by acting as a proof-reader and editor.
- Added new records to the museum's collections management system (Modes).

Key skills:

- Research
- Developing interpretation and programmes
- Working with collections of a challenging/contentious nature
- Collections management
- Public speaking
- Event management
- Social media
- Digital content development/management

In addition to this template, South West Museum Development has developed the following resources to support museums and Accreditation mentors:

- A framework for the annual Museum/Mentor review
- Guidance on writing the Accreditation report