Museum Business Manager
Saddleworth Museum and Gallery, Uppermill
Salary: £34,000 per annum
Initially a one-year fixed-term post, with the possibility of extension subject to funding

Saddleworth Museum and Gallery is looking for a Museum Business Manager to lead its day-to-day operations and help shape its future.

The Museum brings together local collections, exhibitions and community activity. With funding secured for this new post, we are seeking someone who can turn our business plan into practical action, support our staff and volunteers, and develop the income and partnerships needed to sustain the Museum.

You will work closely with the Board of Trustees, managing operations, people and budgets while developing opportunities for room hire, retail, events and public engagement. You will bring sound judgement, clear priorities and the ability to build productive relationships across a small organisation and its wider community.

In your first year, you will build on the Museum's recent development work, establish an effective working rhythm with staff and volunteers, and take forward an achievable programme of activity and income development. An agreed work programme will guide your priorities, with support and a handover from the current project team. The

We welcome applicants with experience of managing a public-facing organisation, venue or cultural service. Museum or heritage experience would be valuable, but you do not need to be a collections specialist. You do need to understand how to balance public benefit, financial sustainability and the capacity of a small team.

Hours: 37.5 per week
To apply: submit a CV and personal statement of no more than two sides of A4 detailing how you meet the criteria detailed in the person specification to **development@saddleworthmuseum.co.uk**
Closing date: 5pm Sunday 15th November 2026
Interviews: 23rd November 2026 on site.

Please see the job description and person specification for further details. If you have any questions please email Saddleworth.projectmanager@gmail.com or call the NLHF Project Manager, Jo Burns, on 07865 397 891 for an informal chat.

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