

JOB DESCRIPTION AND REQUIREMENTS FOR PART-TIME MUSEUM ASSISTANT

We are looking for an enthusiastic and dependable person to join our small team.

Hours: Sunday – Tuesday (incl) 0930hrs to 1700hrs (30min unpaid Lunch break)

Rate: £8.45 per hour

Apply with covering letter and CV to the Museum Director by 30 September 2017

Interviews: 3-5 October 2017

1	Preparation of Museum and environs for daily opening. Monitoring lighting systems, IT and displays for functionality. Reporting of defects, ordering replacements where appropriate. Cleanliness of exhibits especially interactive devices Reception of visitors to museum, sell entry tickets. Explain the layout of museum, temporary exhibitions and answer queries about the exhibition, our research facilities and military history. Encourage visitors to provide feedback in order to inform the Museum Development plan.
2	Security of the Museum. Frequent checks on CCTV and patrol to ensure that the exhibit is not tampered with. Control business visitor and contractor entry and exit to the building using appropriate log books. Make checks to ensure that lighting and interactive displays are working correctly. On close down, ensure all IT and interactive devices are powered down, all cabinet lights switched off and all doors and windows secured before setting intruder alarms. Weekly checks of Fire Alarm system.
3	Sales and admissions. Daily cash takings, at the end of opening hours, consolidation of cash from visitors and shop takings, ensuring the balances are correct and cash and relevant paperwork is secure. Replenish shelves and monitor levels of stock in the Museum Shop and report if re-ordering is required
4	Assistance to the Museum Officer with the organisation of temporary exhibitions and presentations to school children on organised educational visits; with guiding other organised groups; in research, archives and other disciplines as required. Weekly Environmental Monitoring checks. Maintain exhibit, produce newsletters and fact sheets. Promote museum.
5	Other duties as may be required from time to time to ensure success of Museum and its work. IT literate and the ability to use social media is essential.
6	On call as necessary to respond to out of hours Intruder Alarms. Holiday cover may also be required.

For further information call 01244 327617