

Cumbria's Museum of Military Life

JOB DESCRIPTION

Job Title: **Casual Museum Assistant**

Hours: Casual employment – you will be paid only for the hours you work. There is no mutuality of obligation - the Museum is not obliged to offer you any hours and neither are you obligated to accept any hours offered. *The Museum cannot guarantee that work will be available every week.*

Responsible to: Museum Manager

Salary: National Living Wage - per hour:

	25 and over	21 to 24	18 to 20
April 2020	£8.72	£8.20	£6.45

OVERALL PURPOSE

- To assist with the day to day security and operation of the Museum
- To provide support for the Museum team with events, exhibitions and workshops

Not all post holders will be expected to deliver the full range of duties.

KEY AREAS OF RESPONSIBILITY

1. Ensure the security of visitors and invigilate the collections maintaining a controlled, safe and secure environment
2. Assist in the evacuation of the galleries in an emergency situation
3. The day to day responsibility for Health and Safety within the galleries
4. Provide excellent customer service to all museum visitors, answering enquiries and dealing with queries
5. Ensure the gallery is kept clean and tidy
6. Assist with running of Museum shop, handle shop monies and transactions
7. Supervise Volunteers and Work Placements whilst on reception desk
8. Undertake basic general administrative tasks including event bookings and data collection
9. Support learning and curatorial activities throughout the Museum including gallery handling sessions, guided tours, workshops and special events, as and when required
10. Assist with the setting up and taking down of exhibitions, as and when required

11. Assist with the set-up of events i.e. meetings, workshops, lectures, as and when required
12. Promote best practice in meeting the requirements of Health & Safety legislation and comply with other relevant statutory legislation and Trust policies
13. Undertake such other duties that are required from time to time and are commensurate with this position

Special Features

- A safeguarding check may be required
- This casual post may be asked to work on any day of the week including weekends, bank holidays and evenings.
- Training will be provided as required