

Job Description

Learning & Access Assistant (three-year contract)

Responsible to: Museum Manager

Salary: £10.00 per hour

Contract: Part-time, 22.5 hours per week over three days

Overall Purpose: To work with the Museum Manager to develop and deliver the Museum's learning offer. This is an opportunity to develop your skills and knowledge in a Museum Learning environment, mentored by the Museum Manager.

Key Areas of Responsibility:

1. To deliver the Museum's education programme to a school's audience
2. To develop and deliver creative informal education sessions to family audiences, as directed
3. To assist with the development of digital content and social media activity
4. To assist with the research and development of support materials and resources for learning workshops and exhibitions, as directed
5. To maintain and manage the Museum handling collection, education store and onsite learning resources including minor repairs and conservation, and cleaning
6. To supervise work placements and volunteers, as required
7. To produce educational reports and evaluation material, as directed
8. To provide safe and secure working practices in all activities, adhering to the Museum's health and safety policy
9. To support the marketing and promotion of the Museum's learning programme
10. To support the Museum Manager in their work networking with advisors, teachers and other education professionals and relevant organisations, local authorities, Kids in Museums and Arts Award
11. To assist and support Museum events, as required
12. To carry out such other reasonable tasks as may be required by the Museum Manager.
13. To work occasional evenings, Banks Holidays, and weekends, as required, for which time off in lieu will be taken
14. To undertake CPD to develop and enhance skill set

This role will involve setting up and breaking down learning spaces including lifting tables and moving chairs, moving workshop materials and handling collections etc

Carry out his/her duties in accordance with the Museum's Equal Opportunities Policy.

October 2021

This post is supported by the National Lottery Heritage Fund

Person Specification

<i>Criteria</i>	<i>Standard</i>	<i>Evidence</i>
Education & Qualifications	<ul style="list-style-type: none"> • GCSE Maths & English • Degree in History, Education, Museum Studies, or related subject (D) 	Application/certificate
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Experience of delivering learning activities preferably in a museum, school, art gallery (D) • Experience of researching and developing learning resources (D) • Experience of working with a range of ages and learning abilities • Excellent and adaptable communication skills • Excellent verbal, written and presentational skills • IT literate including Office365, Word, Excel, and email • Excellent attention to detail • Ability to meet tight deadlines and deal with conflicting priorities (D) • Working knowledge of health & safety, and safeguarding (D) 	Application/Interview Presentation at Interview
Personal Qualities & Commitment	<ul style="list-style-type: none"> • Ability to work within a team or individually • Ability to build and maintain effective relationships with colleagues, customers, and visitors of all ages • Passion for learning/willing to learn 	Application/Interview
Other Factors	<ul style="list-style-type: none"> • Flexible approach to working hours • Enhanced DBS 	

All criteria are essential unless specified (D) – desirable