

Cumbria's Museum of Military Life

JOB DESCRIPTION

Learning & Event Assistant (two-year contract)

Responsible to: Museum Manager

Salary: £21,164 p.a.

Contract: 37 hours per week -full time, fixed term role for a period of 24 months

Overall Purpose:

- To work with the Museum Manager to develop and deliver the Museum's learning offer.
- To develop and assist with Museum events both in-house and off-site

Based at Cumbria's Museum of Military Life within Carlisle Castle, this is an opportunity to work closely with the Museum Manager to develop your skills and expand your knowledge in the development, planning, administration, and delivery of an engaging education and events programme.

Key Areas of Responsibility:

1. To deliver the Museum's education programme to a school's audience
2. To develop, plan and deliver creative informal education sessions to family audiences, as directed
3. To develop, plan and deliver Museum events, talks and activities working with the Museum Manager and staff team
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 assist with the development of digital content and social media activity
8. To provide administrative support including the production of data, reports, and evaluation material, as directed
9. To provide safe and secure working practices in all activities, adhering to the Museum's health and safety policy
10. To support the marketing and promotion of the Museum's learning, events, and activities programme

11. 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
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 and events spaces including lifting tables and moving chairs, moving workshop materials and handling collections etc

This role will require an enhanced DBS check

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

February 2023

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) 	<p>Application/Interview</p> <p>Presentation at Interview</p>

Personal Qualities & Commitment	<ul style="list-style-type: none"> • Ability to work within a team or individually • Proven ability to plan and organise workloads effectively within guidelines and using own initiative • 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

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