

Cumbria's Museum of Military Life

JOB DESCRIPTION

Job Title: **Casual Front of House 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:

21 and over	18 to 20
£11.44	£8.60

THIS CASUAL ROLE WILL COVER:

- Working on the Museum reception
- Dealing with visitors, including enquiries and admissions
- Selling event tickets including basic administration
- Overseeing the shop, ensuring stock levels and handling money
- Assisting with an emergency evacuation
- Keeping gallery clean and tidy
- General security of gallery
- Assisting with events

Full training will be given.

This role may be asked to work on any day of the week including weekends, bank holidays and evenings.

Additional roles may be available to support special events which may include out-of-hours working.