

Liskeard Town Council

Person specification for Museum Coordinator

Attribute	Essential	Desirable	How Identified
Relevant experience	<p>Experience of coordinating a successful team</p> <p>Experience in a customer facing / service industry.</p> <p>Experience in an office-based administration function</p> <p>A good working knowledge of Microsoft Office products</p>	<p>Experience of working in a museum</p> <p>Experience of coordinating volunteers</p> <p>Experience of taking minutes</p> <p>Experience of working with budgets</p> <p>Retail experience</p> <p>Experience of social media, marketing, or publicity</p>	<p>Application Form</p> <p>Interview</p>
Education & Training	<p>Basic educational standard including Maths and English</p> <p>Relevant work experience and training</p> <p>Keen to undertake training and expand knowledge</p>	<p>Higher level education.</p> <p>Vocational qualifications</p> <p>Interest in Cornish heritage</p>	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>
Special Knowledge & Skills	<p>Good oral and written communication skills</p> <p>Accuracy</p> <p>Good people and listening skills</p>	<p>Experience of seeking grant funding</p> <p>Knowledge of MODES software</p>	<p>Application Form</p> <p>Interview</p>

Additional attributes	<p>Self-motivated, enthusiastic, and positive 'can do' attitude</p> <p>Highly observant and good attention to detail</p> <p>Ability to work under pressure and solve problems</p> <p>Good time management</p> <p>Discrete and trustworthy</p>	<p>Flexibility and ability to respond to changing demands</p>	<p>Interview</p> <p>References</p>
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