

LISKEARD TOWN COUNCIL

J O B D E S C R I P T I O N

<u>JOB TITLE:</u>	Temporary Museum Coordinator (Fixed term contract until 31 March 2019)
<u>DIRECTLY RESPONSIBLE TO:</u>	Support Services Manager (with ongoing work programme agreed with the Museum Management Team (MMT))
<u>HOURS:</u>	Part-time: 18 per week (occasional evening and Saturday hours for events may be required)
<u>GRADE:</u>	NJC spinal point 22

IMPORTANT FUNCTIONAL RELATIONSHIPS

(a) <u>Within the Town Council</u>	Members of the Council Members of the Museum Management Team Other employees of the Town Council Museum Volunteers
(b) <u>Outside the Town Council</u>	Officers of Cornwall Council Cornwall Museums Partnership Arts Council England Museum Mentor/Development Officer Official bodies Members of the public Local private firms/contractors Other museums

MAIN PURPOSE OF JOB

To coordinate the volunteer team and support the MMT in delivering outstanding customer service at all times. To assist in the operation of the museum, carrying out all lawful orders and instructions of the MMT and Council.

RESPONSIBLE FOR:

- a) The operation of the museum on behalf of the MMT and Council
- b) Coordinating the volunteer team, their work programme and associated tasks and activities and ensuring these activities are in line with museum procedures and health and safety.
- c) The administration of the agreed museum budget and reporting to the MMT and Support Services Manager on a regular basis.
- d) Ensuring that the documentation relating to the management and care of the collections is kept up to date and in accordance with Accreditation and Spectrum standards

- e) Preparing the documents necessary for maintaining the museum's Accreditation Scheme.
- f) The administration and office management of the museum including organising the MMT meetings and taking minutes.
- g) Preparing reports and documents for the Council and where necessary other outside organisations.
- h) Dealing with museum correspondence and keeping appropriate records up to date.
- i) Maintaining volunteer training logs, identifying any training needs through team discussions and where possible taking advantage of training opportunities.
- j) Ensuring effective communication with members of the museum team, the Council, outside organisations and other museum professionals.
- k) Assisting in the implementation of a marketing plan to promote the museum exhibitions, programme of activities and events to the broadest possible audience.
- l) Working with the volunteers to facilitate a lively museum programme that will encourage new and return visits and longer museum dwell times.
- m) Where appropriate, liaising with other attractions and organisations locally.
- n) Assisting with the analysis of visitor evaluation surveys and other information to inform forward planning.
- o) Ensuring the building is opened and closed when on duty.
- p) Immediately reporting maintenance problems to the Facilities Manager or duty caretaker.
- q) Monitoring the building in relation to health and safety of the paid staff, volunteers, and visitors to the museum. Any concerns to be immediately reported to the MMT and Council.

NOTES

- (i) To undertake such training as identified with the MMT and Support Services Manager, and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To always comply with all health and safety requirements and hygiene requirements.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that all relevant Council policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.