

LISKEARD TOWN COUNCIL

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

<u>JOB TITLE:</u>	Temporary Museum Coordinator (Contract for 12 months/until 31.10.2018?)
<u>DIRECTLY RESPONSIBLE TO:</u>	Line Manager?
<u>HOURS:</u>	Part-time: 18 per week (usually xxxx and occasional evening hours for events may be required)
<u>GRADE:</u>	NJC spinal point 22

IMPORTANT FUNCTIONAL RELATIONSHIPS

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|-------------------------------------|---|
| (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 general public
Local private firms/contractors
Other museums |

MAIN PURPOSE OF JOB

To assist in the day to day management and operation of the Museum, carrying out all lawful orders and instructions of the Council and the taking of all reasonable steps to protect or promote the interests of the museum and Town Council.

RESPONSIBLE FOR:

- a) The day to day management and operation of the Museum on behalf of the 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 day to day management of the agreed museum budget and liaising with the Councils **RFO** on a regular basis.
- d) Coordinating the management and care of the collections on behalf of the Council and in accordance with Accreditation and Spectrum standards
- e) Preparing the documents necessary for maintaining the museums Accreditation.

- f) The administration and office management of the museum including organising the Museum Management meetings and taking of minutes.
- g) Prepare reports and documents for Council and where necessary other outside organisations.
- h) Dealing with all museum correspondence and keeping appropriate records up to date.
- i) Maintaining volunteer training logs, identifying any training needs through team discussions and where possible take advantage of training opportunities.
- j) Ensuring effective communication at all times with members of the museum team, the Council, outside organisations and other museum professionals.
- k) Assist in the development and implementation of a marketing plan to promote the museum exhibitions, programme of activities, events, to the broadest possible audience.
- l) To ensure a lively museum programme that will encourage new and return visits and longer museum dwell times.
- m) Where appropriate liaise with other attractions and organisation in the town.
- n) To carry out visitor evaluation surveys as necessary to inform forward planning.
- o) To liaise with the TIC on identifying shop products, promoting of the museum and related activities.
- p) To ensure the building is opened and closed when on duty.
- q) Any maintenance problems to be immediately communicated to the Town Clerk or duty caretaker.
- r) To monitor the building in relation to health and safety of the paid staff, volunteers and visitors to the museum. Any concerns to be immediately communicated to the Town Clerk or other member of the Council staff.

NOTES

- (i) To undertake such training as shall be directed by **Line Manager** and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements at all times.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that the Council's various 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.