



LISKEARD COUNCIL  
WORKING FOR YOU

## LISKEARD TOWN COUNCIL

### JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	Museum Coordinator
<b><u>DIRECTLY RESPONSIBLE TO:</u></b>	Responsible Financial Officer (RFO) & Deputy Town Clerk (with ongoing work programme agreed with the Museum Management Team (MMT))
<b><u>HOURS:</u></b>	Part-time: 18 per week (occasional evening and Saturday hours for events may be required)
<b><u>GRADE:</u></b>	NJC spinal point 12 (currently £11.50 per hour)

### **IMPORTANT FUNCTIONAL RELATIONSHIPS**

(a) <u>Within the Town Council</u>	Members of the Council Members of the MMT 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 the operation and development of Liskeard and District 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) Team working with the Tourist Information Centre staff, to assist with the overall operation of the Foresters Hall building

## Volunteers

- c) Coordinating and supporting 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.
- d) Recruitment of volunteers required to sustain the museum, in line with museum procedures, including ensuring volunteer training and logs are up to date.

## Administration/Documentation

- e) The administration of the agreed museum budget and reporting to the MMT and RFO on a monthly basis.
- f) Seeking funding opportunities and making grant applications in relation to new projects and activities.
- g) 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.
- h) Drafting the documents necessary for the running of the museum e.g. policies, marketing plan etc
- i) Ensuring the museum continues to fulfil the requirements for accreditation.
- j) The administration and office management of the museum including organising MMT meetings and taking minutes, dealing with museum correspondence, and keeping appropriate records up to date
- k) Preparing reports and documents for the Council and where necessary other outside organisations.

## Community

- l) Implementation of the marketing plan to promote the museum, its exhibitions, programme of activities and events to the broadest possible audience, using websites, social media, etc.
- m) Co-ordinating and supporting the museum programme to encourage new and return visits and longer museum dwell times.
- n) Liaising with other appropriate museum/heritage organisations.

## Other

- o) Immediately reporting maintenance problems to the Facilities Manager or duty caretaker.

- p) 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 RFO/Deputy Town Clerk, 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.
- (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.