



LISKEARD COUNCIL
WORKING FOR YOU

LISKEARD TOWN COUNCIL

Person specification for Museum Manager

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

		<p>Understanding and application of Accreditation Standards</p> <p>Experience of working with budgets</p> <p>Experience of taking minutes and report writing</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>

March 2023