

JOB DESCRIPTION MUSEUM CO-ORDINATOR

Grade:	SCP 13 (currently £28,163pa)
Hours:	37 hours per week allocated flexibly in relation to the needs of the Museum's public programme, opening hours and Council meeting requirements.
Holidays:	23 days per annum (<i>rising to 26 days after 5 years' service</i>) plus bank holidays and 3 statutory days
Reports to:	Deputy Town Clerk
Line Manager for:	Museum volunteers.

Role Description:

The Museum Co-ordinator will co-ordinate the operations of the museum and volunteers with the support of the Administration Officer and have input into the future development of the Museum. The postholder will be responsible for creating new and innovative ways to encourage public engagement, ensure that accessibility and community are at the core of the Museum's aims and promote the understanding and appreciation of the cultural heritage of Wareham. The postholder will also have responsibility for developing, caring for and interpreting the Museum collection alongside the volunteers.

The post-holder will also support and have input into securing grant funding for the Museum and delivering funded projects.

This Job Description sets out the specific ways in which your individual objectives and day-to-day activities will bring the vision of the Museum to life.

Main Responsibilities:

1. To manage Wareham Museum and its volunteers effectively.
2. Manage the Museum's day-to-day administration, including visitor records and feedback.
3. To assist with the application of successful grant funding for the Museum development and to pursue further grant funding for ongoing museum projects where possible.
4. To work with the volunteers for managing the museum collections and displays.
5. To lead, motivate and manage the volunteers.
6. Arrange and facilitate training for volunteers.
7. To facilitate and lead a regular operational meeting for volunteers to ensure day to day operational and health and safety matters are maintained and managed correctly, and report back to Council any matters for decision under Council Financial Regulations or Standing Orders.
8. To deliver effective budget management for the Museum with the support of the Council's Responsible Financial Officer.
9. To provide a written report on progress and matters of interest to the Council.
10. To deliver an excellent visitor experience which exceeds expectation.
11. Foster a positive and inclusive environment for volunteers.
12. To establish good community engagement through educational visits and workshops.
13. To ensure the Museum continues to meet the standards of the Arts Council England Museum Accreditation scheme.
14. Undertake training as required from time to time.
15. Any other reasonable duties that may be assigned from time to time.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.