

## **PART-TIME MUSEUM ADMINISTRATION ASSISTANT**

**Job Title:** Museum Administration Assistant  
**Job Location:** Samuel Johnson Birthplace Museum  
**Employed by:** Lichfield City Council  
**Report to:** Museums and Heritage Officer

### **General**

The Samuel Johnson Birthplace Museum is a Grade I listed building governed and operated by Lichfield City Council. It is both an historic house and a museum dedicated to the life, work and personality of Samuel Johnson. It receives over 17,000 visitors a year. The Museums and Heritage Officer manages the Birthplace, and Museum Attendants are employed 7 days a week to welcome visitors and open the house at weekends. We are looking for a new Administration Assistant to support the Museums & Heritage Officer and Museum Attendants with the day-to-day running of the Birthplace and our events.

The Administrative Assistant will provide general office support, be responsible for bookshop stock and help to prepare for events that take place at the Museum. We are looking for a friendly, helpful, conscientious and enthusiastic person. As it is a varied role, an organised, hands-on and motivated approach is essential, as well as accurate record keeping and excellent IT and communication skills.

### **Duties:**

- General office duties including record keeping, filing and photocopying
- Cash handling and keeping accurate records of sales and donations
- Keeping the Museum diaries up-to-date and processing Attendant daily sheets
- Ordering and sourcing stock and supplies, liaising with LCC Clerical Officer
- Organising and maintaining donated book stock and souvenir storage areas
- Answering general email and telephone enquiries
- Taking bookings for Guided Tours and School visits, and liaising with guides
- Preparing for events, clubs and activities: creating and sourcing materials (e.g. leaflets, signage and props), arranging refreshments and setting up rooms, liaising with volunteers and bookers.
- Assisting with the promotion of the Museum and events (e.g. arranging mailshots)
- To follow all training received and fully support the inclusive and welcoming ethos of the Museum
- Any other administrative and events preparation duties required

### **Normal working hours**

This is a part-time role, 22 hours a week. Working days are Tuesday-Thursday within office hours 9am – 5pm. Occasional evening and weekend working may be required for events, for which time off in lieu is granted.

### **Salary**

Scale Point 14 -16, starting salary £16,781 pro-rata

### **Holidays**

26 days per annum pro-rata (increasing to 30 after 5 years of service)

**Other terms and conditions**

The post is subject to a six month probationary period for new employees. All other terms and conditions of service will be in accordance with the National Joint Council for Local Government Services 'Green Book'.

**Closing Date: 5pm, Friday 5 January 2018**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	At least 1 year of experience in an Administrative post. Cash-handling experience.	Experience of events organisation or support.	Application form References Interview
<b>Qualifications</b>	GCSE English GCSE Maths at Grade C or above, or equivalent	Degree level or equivalent	Application form References Interview
<b>Particular skills and abilities</b>	Good IT Skills and experience of Microsoft Word, Excel and Outlook. Good time management and organisational skills Excellent verbal and written communication skills Excellent customer service skills Ability to keep accurate written and financial records Ability to follow instructions	Ability to use desktop publishing software (e.g. Publisher)	Application form References Interview
<b>Other factors</b>	Friendly and welcoming manner Responsible Able to work without direct supervision Flexible approach The role includes the lifting of books, folding tables & chairs	Interest in Samuel Johnson and or/local history  Willingness to wear Georgian costume for special events	Application form References Interview