POST TITLE: Museums Assistant

GRADE: 3

SERVICE: Regeneration

LOCATION: Chesterfield Museum / Revolution House

RESPONSIBLE TO: Visitor Information & Museums Supervisor

RESPONSIBLE FOR:

MAIN PURPOSE OF JOB

To welcome visitors to Chesterfield Museum and Revolution House and provide them with information to enhance the quality of their visit, and to ensuring the security of the displays.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1. Deliver a high quality service, for both residents of and visitors to Chesterfield, at both the Museum and Revolution House.

2. Provide information about the displays and history of Chesterfield to visitors, and to give guided tours of the museum to individuals and groups by arrangement.

3. Be responsible for the security of objects on display, watching to prevent accidental damage, vandalism and theft.

4. To ensure that the public areas of the Museum remain clean, tidy and safe during opening hours.

5. Be responsible for the daily housekeeping and cleanliness of the Revolution House and its grounds.

6. Be the first point of contact for receiving donations from members of the public, and to keep simple entry records.

7. Assist in maintaining the correct environmental conditions relevant to the objects on display.

8. Assist with the set up and take down of exhibitions, and in the delivery of the events programme.

9. Carry out day to day maintenance and minor repairs.

10. Sell gifts, books and maps and to handle cash as appropriate, and assist with stock control.
11 Undertake general administration duties.

**GENERAL**

1 To be aware of the Tourism, Museums & Events Service’s Fire Policy and Emergency Evacuation Procedures, and to undertake the duties and responsibilities required by them.

2 To be aware of, and comply with, the Tourism, Museums & Events Service’s Health and Safety Policy.

3 To be aware of, and implement, the Council's Equalities & Diversity Policy.

4 To comply with the Council’s ICT policy.

5 To undertake any other duties and responsibilities that are commensurate with the grade and level of the post.

**SPECIAL FEATURES OF POST**

1 You may be required to carry out those duties at your present workplace or at another Council site.

2 Working regular Saturdays and Sundays, evenings and Bank Holidays will be required.

3 Working additional shifts or amending regular rotas to cover holidays, training and sickness absence.
PERSON SPECIFICATION

POST TITLE  Museums Assistant

SERVICE  Regeneration

SKILLS/KNOWLEDGE/ABILITIES

Essential

1  A positive and enthusiastic attitude and the ability to communicate effectively, both in writing and orally
2  To be able to work on own initiative and as part of a team
3  Proactive, organised and methodical, with an attention to detail
4  Genuine interest in the history of Chesterfield
5  A knowledge of Chesterfield and the surrounding area
6  Practical DIY skills to carry out minor repairs

Desirable

1  Good IT skills and a knowledge of Microsoft Office
2  A second language (including British Sign Language)

EXPERIENCE

Essential

1  Previous work in a customer care environment

Desirable

1  Previous work in a retail environment, including cash handling
2  Previous work in a museum or heritage environment

QUALIFICATIONS/TRAINING

Essential

1  Good level of general education

Desirable

1  St John Emergency Aid for Appointed Persons