



Job Description & Person Specification

Job Title: Museum Office Coordinator

Hours: Average 32 Hours per month
(380 hours per year)

Reports to: Museum Secretary

Salary: £26 per hour self employed

Purpose of the Job:

To help coordinate the Museum's activities, with special regard to the management of the Museum web site, volunteers and other data bases, our programme of activities and communications and to support the Trustees and the development ambitions of the Museum.

Major Duties & Responsibilities:

1. To support the Museum Trustees and Communications Team (Press Officer and social media) to help market the museum and assist with the events programme as appropriate.
2. To ensure that the content of the Museum's web site is up-to-date with regard to key information regarding our activities and including our exhibitions, programmes of talks, workshops and particular exhibitions and themes, thereby contributing to the expansion and development of our audiences.
3. To ensure that appropriate audience data relating to the Museum's activities is being recorded, analysed and used by Malton Museum.
4. To oversee the office diary and ensure that meetings and volunteer hours are recorded on a monthly basis.
5. To communicate and assist the museum's volunteers, supporters and other key stakeholders as appropriate (including the use of Mail chimp).
6. To work with the Museum Trustees in recruiting volunteers with skill-sets which have been identified as necessary and under- represented. To encourage diversity amongst volunteers, including promoting aspects suitable for young volunteers.
7. To provide information to support fund-raising activity and bids.

General:

1. To be proactive in promoting excellence in Malton Museum and alert to contemporary issues of the museums sector.

2. In conjunction with the Trustees, to support the development and delivery of Malton Museum's Forward Plan.
3. To liaise, where appropriate, with community, sectoral and other partners to achieve Malton Museum's objectives.
4. To deliver those elements of Malton Museum's activities which are required to maximise equality of access and participation.
5. To help ensure Malton Museum's profile is recognised and advocated to local regional and national organisations.

Person Specification

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> ! Significant experience of administration and web site and data base management | <ul style="list-style-type: none"> ! Experience of working in the Museum/heritage/ arts or voluntary sectors ! Full driving licence |
| Knowledge and Personal Characteristics | <ul style="list-style-type: none"> ! Demonstrating initiative and a problem solving approach ! Approachable and supportive ! Flexible and able to work under pressure. ! A commitment to equal opportunities ! Highly self-motivated ! Personal credibility and authority ! A commitment to service delivery and customer care | <ul style="list-style-type: none"> ! Knowledge of either cultural, public or voluntary sectors |
| Experience | <ul style="list-style-type: none"> ! Website management and development ! Use of social media ! Data base management | <ul style="list-style-type: none"> ! Working in partnership with external organisations and representing the organisation on said partnerships ! Working under the management of a Voluntary Board |
| Skills | <ul style="list-style-type: none"> ! Effective communication and negotiation skills, principally on a face-to face basis ! Good written communication skills ! Ability to work with community groups and present ideas to an audience ! IT literate and competent user of social media ! Skill in website content management ! Ability to deliver projects on time, with minimal supervision | <ul style="list-style-type: none"> ! Competent in contributing to discussions and external meetings |
| Availability/ Locality | <ul style="list-style-type: none"> ! The post may require occasional evening and weekend work and the post-holder will need to be available for this. ! During the opening season (March-October, Thursdays to Saturdays), the post holder will be expected to attend the museum at least once per week. | |