

## TULLIE HOUSE MUSEUM & ART GALLERY TRUST

### JOB DESCRIPTION

<b>Job title:</b>	CMC Admin & Data Assistant
<b>Grade:</b>	£23,788 to £24,573 (pro-rata, per annum)
<b>Hours:</b>	Up to 30 hours per week
<b>Base:</b>	Hybrid working – employed by Tullie House Museum Art Gallery & Trust, working across Cumbria Museum Consortium sites, with some home working as agreed
<b>Responsible to:</b>	CMC Manager

### ABOUT CUMBRIA MUSEUM CONSORTIUM

Cumbria Museum Consortium (CMC) is a long-standing partnership between three of Cumbria's leading cultural organisations: Tullie, Lakeland Arts, and Wordsworth Grasmere. Since 2012, the Consortium has worked collaboratively to deliver high-quality cultural experiences across six unique museum sites, supported by funding from Arts Council England.

Together, we explore the rich diversity of Cumbria through our collections, exhibitions, and community engagement. CMC champions inclusive practice, environmental responsibility, and workforce development—ensuring that museums remain vibrant, relevant, and accessible to all.

### OVERALL PURPOSE

- To provide efficient, responsive, and high-quality administrative support to the CMC Manager
- To manage diaries, organise meetings, prepare and distribute papers, take minutes, and track actions
- To assist in the preparation of reports and other internal and external communications
- To support the centralised collection and management of data across the Consortium, ensuring accuracy and consistency

### KEY AREAS OF RESPONSIBILITY

1. Provide high-quality administrative support to the CMC Manager across a range of tasks and projects.
2. Schedule and coordinate meetings efficiently, including booking venues, preparing agendas and papers, taking minutes, and arranging travel and catering as required.
3. Maintain well-organised digital filing systems, ensuring secure storage and easy retrieval of key documents and records.
4. Assist in the collection, recording, and visualisation of data to monitor progress against agreed Key Performance Indicators (KPIs).
5. Conduct research and gather relevant information to support CMC projects, reporting, and strategic planning.

6. Support the preparation, distribution, and collation of quarterly monitoring documents across the Consortium.
7. Assist with the collection and submission of data for the annual Arts Council England survey.
8. Contribute to updating and maintaining content on the CMC website as needed.
9. Attend CMC working group meetings and other relevant meetings, as agreed with the CMC Manager.
10. Undertake any other duties commensurate with the role, as required.

**TULLIE HOUSE MUSEUM & ART GALLERY TRUST**

**PERSON SPECIFICATION**

**CMC ADMIN & DATA ASSISTANT**

<b>Criteria</b>	<b>Essential Competency</b>	<b>Desirable Competency</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent, grade A-C in English and Mathematics</li> </ul>	
<b>Experience, Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Some demonstratable administrative experience in a busy office</li> <li>Proficient in Microsoft Office Suite, especially Excel, Word, PowerPoint, Outlook</li> <li>Experience of video-based communication software e.g. Zoom, Microsoft Teams</li> </ul>	<ul style="list-style-type: none"> <li>Experience using data visualisation tools e.g. Google Looker Studio</li> <li>Experience using Wordpress to update websites</li> <li>Experience of hybrid/home working and communicating remotely</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work to tight deadlines.</li> <li>Adaptable and resourceful</li> <li>Excellent organisational skills</li> <li>Ability to compose minutes, briefings etc. from verbal or written outline with due attention to appropriate language and grammar.</li> <li>Good numeracy skills</li> <li>Good interpersonal skills which can be tailored to work with a wide range of staff across different organisations and museums</li> <li>Experience of collecting and presenting data to demonstrate progress against objectives and targets to support improved forward planning</li> </ul>	<ul style="list-style-type: none"> <li>Excellent language, literacy and proofreading skills</li> <li>Experience of designing systems for data collection</li> </ul>
<b>Personal Qualities &amp; Commitment</b>	<ul style="list-style-type: none"> <li>Flexible approach to work</li> <li>Confidentiality, discretion, honesty, reliability</li> <li>Able to work as part of a team or on own initiative.</li> <li>Excellent attention to detail</li> <li>Drive to work with a high degree of accuracy and thoroughness</li> <li>Ability to work with limited supervision within a deadline-driven and time-limited system, dealing with issues pragmatically</li> <li>Willingness to undertake a DBS check</li> </ul>	