**Richmondshire Museum**

**Operations Officer: Part-time, 21 hours per week; offered on a self-employed basis**

Described as ‘Richmond’s hidden gem’, we are a small, locally-run, Museum, governed by a dedicated and hard-working Management Committee.

Our aim is to tell the stories of our local history as engagingly and efficiently as we can, and to be an educational and research resource.

We are looking for a key new member of staff to fill the role of Operations Officer. Our newly-appointed team member would work closely with our part-time Curatorial Officer, with both officers reporting to the Management Committee and being line-managed by the Chair.

Because we are determined to find the right colleague, the Trustees have decided to be as flexible as we can be in terms of the qualifications, previous employment history and the days worked. Passion, a can-do attitude and being a team player are the essential characteristics of the person we are looking for.

The post is offered as a 9-month contract in the first instance, with the possibility of extension. Remuneration will be pro-rata, approximately £24,000 p.a f.t.e.

Closing date: 31st October 2025