



Custom House, 31 Commercial Road, Back Badge Square, Gloucester, GL1 2HE

Museum Events Assistant (Volunteer) - Job Description

Job title	Museum Events Assistant
Division or department	Soldiers of Gloucestershire Museum
Location	Custom House, Gloucester Docks
Responsible to	Museum Events Manager

This job description provides an outline of the duties and responsibilities of the role and the necessary skills and knowledge required to perform them as at the date it was created. Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital or civil partnership status, race, colour, ethnic or national origin, nationality, religion or belief, age, pregnancy and maternity, disability or trade union membership status. By applying for this role, the candidate accepts that over time this job description may be subject to change as the candidate's duties and job evolves.

Job purpose: Employed by the Board of Trustees, reporting to the Museum Events Manager, the Museum Events Assistant will support the delivery of the annual Museum Events Programme. Helping to prepare for and organise events, assisting on event days to ensure the successful delivery of events, whilst offering excellent customer service to visitors at all times.

Main responsibilities and duties

- Hosting events; including welcoming visitors, checking tickets, preparing and serving refreshments
- Organisation of events; including gathering materials, helping with research and development
- Events set up and take down
- Supporting with the evaluation of events
- Running activity sessions

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and required by the Museum Director to meet the overall business objectives of the organisation

Required knowledge and skills

Essential

1. A friendly, approachable manner
2. Well organised, punctual, and reliable

3. Good communication skills
4. Positive, can-do attitude with a pro-active approach
5. Ability to work as part of a team
6. Ability to work on own initiative
7. Excellent numeracy skills

Desirable

1. A valid Standard DBS certificate

Qualifications

None essential

Job Description approved by: _____ Date: _____

Employee Signed: _____ Date: _____

Employer Signed: _____ Date: _____