

**Job Description and Person Specification**

**Post:** Museum Officer

**Responsible to:** General Manager

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**Job Purpose:** To work closely with the museum team to ensure the continued delivery of the museum’s strategic and tactical goals and objectives. To ensure that the building is a safe, secure, and comfortable environment for staff, visitors, and other stakeholders.

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**Main Duties and Responsibilities:**

**Curatorial:**

* To deliver escorted museum tours relaying the story behind various exhibits. Escorting small groups of visitors as and when required.
* To carry out research as and when required utilising the Regimental archive and/or public domain websites and other resources.
* To support the Curator with the delivery of permanent and temporary exhibitions by helping to set-up exhibitions and locate and display artefacts in the collection.
* To support the Curator with the production of literature and interpretation for use within exhibitions.
* Each morning, to prepare the museum for daily business by ensuring that all technology in the galleries is fully operable.

**Learning:**

* To support the Learning Officer with delivery of formal educational visits in line with National Curriculum content, with a particular focus on the Victorians, the First World War and the Second World War.
* To deliver workshops to a range of age groups from Key Stage 1 to Key Stage 4.
* To bring to life the story of the Regiment using museum objects and resources and when appropriate, customed interpretation.

**Building Maintenance, Management and Security:**

* To ensure that the building is maintained adequately and that general facilities on site are suitable and safe for the general public.
* As a designated key-holder, to ensure that the building is secure at all times and that protocol is followed each day regarding locking up the museum and setting the security alarms.
* When necessary, to take primary responsibility for security call-outs when alarms are triggered.
* To be responsible for the security of the on-site armoury and de-commissioned weaponry.

**Reception and Shop:**

* To meet, greet and direct visitors to the museum.
* To receive admission monies for visitors into the museum galleries.
* To serve shop customers and when necessary, to take responsibility for daily cashing up the reception/shop till.

**Other duties:**

* To deliver services effectively a degree of flexibility is needed, and at the discretion of the management, the postholder may be required to perform work not specifically referred to here.

**SPECIAL NOTES:**

* This role requires Saturday working for which a weekday can be taken in lieu. A rota for Saturday working is available upon request.

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**Person Specification:**

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| **Essential** | **Desirable** |
|  | A knowledge of history (preferably social/political history). |
| A willingness and ability to assimilate historical facts and knowledge |  |
| An ability to effectively deliver educational workshops to formal learning groups |  |
|  | A willingness to utilise costumed interpretation to engage with formal learning groups. |
| An ability to carry out factually accurate research |  |
| A clear, enhanced Disclosure and Barring Service (DBS) check |  |
| A capacity for dealing personably with the general public |  |
| A structured and responsible approach to policy and protocol with emphasis on safety and security. |  |

**HEALTH AND SAFETY:**

The museum has a responsibility to provide and maintain a healthy and safe working environment for its staff to work in. All employees of the museum have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices must be adhered to at all times.

**SAFEGUARDING:**

The postholder must ensure that policies and legislation relating to child protection and vulnerable adults are adhered to at all times.

**NO SMOKING POLICY:**

The museum operates a no smoking control policy, which applies to all staff and visitors and extends to all areas of the building.

**EQUAL OPPORTUNITIES:**

The museum is an equal opportunities employer and recognises and complies with the Equality Act 2010. Please inform the interviewer if you require any reasonable adjustments at interview.

This job description and person specification indicates the main functions of the post and may be subject to change and review.

March 2024