



Job description

Museum Assistant (Saturday to Monday)

Bakewell and District Historical Society (Registered Charity No. 1184842)

About the job

You will be pivotal to the Bakewell Old House Museum being able to open 7 days a week to the public from March to November. Key to this will be your connection with our volunteers – supervising and developing them.

The Bakewell Old House Museum (Accredited Museum No. 559) engages visitors to Bakewell and the local community with our unique stories and events. This requires an understanding and continuing development of our collections, which you will help us do.

Our purpose is to stimulate an interest and love for Bakewell and the wider Peak District by bringing to life our shared stories of the past and present. You can help us do this!

What you'll be doing

Volunteer supervision

- As Duty Manager on weekends, you'll be ensuring we can open safely, and that the museum is well presented
- Supervising and helping volunteers
- Helping to develop and deliver volunteer training

Collections work

- Maintaining and developing the collections database so that we can make best use of our collections within new stories
- Helping to deliver annual exhibitions and liaising with local community groups, enabling them to produce pop-up exhibitions

Events

- Helping with the planning of events
- Delivering a range of events, some of which may be in the evenings

Marketing

- Posting content on social media, helping us develop an engaging online presence

Other

- Performing some of the Museum Manager's duties in their absence (e.g., annual leave)
- Advancing your CPD through on-the-job training, networking, museum-specific training opportunities, and potentially embarking on national development schemes

Benefits

- Apply your experience and skills within a small museum - this is a great opportunity for your development in the museum sector
- £12ph, with statutory holidays on a pro-rata basis
- NEST Pension contributions

Requirements

Essential skills and experiences

- Eager to learn about our heritage, with a desire and ability to ensure our visitors have great experiences
- Good communications skills
- Good approach to work, for example working on projects in a methodical manner

Desirable skills and experiences

- We'd love it if you have volunteered in a museum setting before
- Perhaps you have used MODEs or another cataloguing software package
- Maybe you have supervised a volunteer team before

The Museum Assistant will be working Saturday to Monday, 9am to 5pm with an hour off for lunch.

The job pays £12 per hour for 21 hours per week and is fixed term for 12 months with an anticipated extension subject to the role becoming self-funding.

The museum is currently open to the public 25 March to 5 November; staff try and take most of their holiday in the winter season, but we are amenable to reasonable requests.

For an informal chat about the job, please contact Mark Copley, Museum Manager on 01629 813642.

Applications

Please send your CV (no more than 2 sides of A4) and covering letter (no more than 1 side of A4) to Mark Copley via Email: markc@bakewellhistory.com using 'Museum Assistant' in the Subject. Or post your application to: Mark Copley, Bakewell Old House Museum, Cunningham Place, Bakewell DE45 1DD.

Deadline for applications: Noon, Friday 16 February 2024.

Please be aware that we anticipate having interviews at the museum on Monday 26 February and Tuesday 27 February. In your covering letter let us know if you are unable to make either of these dates and whether you have any access requirements.

Bakewell and District Historical Society
Bakewell Old House Museum
Cunningham Place
Bakewell DE45 1DD
www.oldhousemuseum.org.uk