



Job Description: Museum Assistant (Collections)

HorsePower The Museum of The King's Royal Hussars

Job Type: Part time
Location: Winchester
Contract: Part time, 2-year post. 20 hours per week.
Salary: £22,010 pro rata
Closing date: 29 January 2024

Job Purpose

This new and exciting opportunity is in the highly acclaimed *HorsePower* Museum of The King's Royal Hussars (KRH), in Winchester. The successful applicant will assist the Curator with day-to-day museum operations, offering visitors and users a high-quality customer focussed experience, whilst maintaining high standards of collections care and management.

Responsibilities

The role is wide and varied, covering all areas of routine museum work, including:

- Open and close the museum, ensuring its security and the security of exhibits.
- Front of House duties, welcome and reception of visitors.
- Handle admissions and retail sales cash.
- P&P of shop items ordered online.
- Assist with research enquiries relating to the museum and its collections.
- Assist with housekeeping and cleanliness in the museum, in the archives room and in the reserve collection store.
- Be aware of and exercise personal responsibilities under Health & Safety regulations for self and visitors.
- Operate the MODES documentation system (museum database) – Training will be given.
- Assist in the development of museum exhibitions.
- Assist with updates to the museum website and social media channels.
- Assist with organised group/school visits as required.
- Carry out any other tasks in support of the museum that may be reasonably expected of the post holder.

Skills and Experience

The ideal candidate will have experience of working in a customer facing role in a heritage or museum attraction, or a graduate wishing to enter the Heritage Sector. Your organisational, communication and IT skills must be of a good standard, with a sound knowledge of the main social media channels, and a willingness to learn new skills.

Details

The post is part-time, for a period of 2 years, and subject to a 3-month probation period. Working hours are 20 hours per week Monday to Friday, with occasional evening and/or weekend duties for which time off in lieu will be given.

Apply

Send your CV and a covering letter outlining why you feel you are the right person for this role to the Curator at curator@horsepowermuseum.co.uk.

Closing date for applications is 9am Wednesday 31 January 2024. Interviews will be held week of 5-9 February 2024.

A similar post is advertised for a Museum Assistant (Marketing/Fundraising) and full-time employment would be considered for the right candidate to take on both roles.

Questions

Queries from prospective candidates are encouraged and welcomed. Please contact Stephen Penkethman on curator@horsepowermuseum.co.uk or 01962 828539.

More information about HorsePower Museum can be found here: www.horsepowermuseum.co.uk.