



## **Job Description: Museum Assistant (Marketing and Fundraising)**

### **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, and will focus on the marketing and fundraising aspects.

#### **Responsibilities**

The role is wide and varied, and will include:

- 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.
- Be aware of and exercise personal responsibilities under Health & Safety regulations for self and visitors.
- Administrative support to the fundraising efforts of museum trustees.
- Operating the Fundraising Database (training will be given) i.e.:
  - Data entry and collation of donations and donors.
  - Extraction of reports and statistics.
  - Correspondence for existing and potential donors.
  - Answer email and telephone questions regarding museum and fundraising campaign.
- Craft social media and online messages to support the museum fundraising and marketing campaigns. Including audience evaluation, press work to back-of-house admin, staffing private views to updating our website, and helping us reach all our audiences – current and future.
- 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 marketing or fundraising in the charitable/heritage environment, or a graduate wishing to enter the Sector. Your organisational, communication and IT

skills must be of a high standard, with a sound knowledge of the main social media channels, and a willingness to learn new skills. Experience with a Customer Relationship Management system would be an advantage, but training will be given.

### **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](mailto: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 (Collections) 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](mailto:curator@horsepowermuseum.co.uk) or 01962 828539.

More information about HorsePower Museum can be found here: [www.horsepowermuseum.co.uk](http://www.horsepowermuseum.co.uk).