



Museum Weekend Assistant

Part Time-Saturdays

Job Description

Reports to: The Museum Manager

Job Summary:

- ☐ Carry out Museum opening and closing procedures as laid out in the Cambridge Museum Operating Procedures.
- ☐ Carry out front of house duties including welcoming visitors and managing general enquiries and keep a record of the visitor statistics. Monitor visitors, check exhibits and report any unusual activity including any Health & Safety matters.
- ☐ Collections duties including processing, arranging and documenting.
- ☐ Research tasks to respond to education, family and local history investigations.
- ☐ Conduct any other tasks as directed by the Manager including administrative type tasks such as filing and record keeping.

Personal Qualities

- ☐ a friendly and helpful approach
- ☐ a responsible attitude
- ☐ trustworthy
- ☐ ability to communicate effectively
- ☐ able to work alone as well as part of a team

Skills

- ☐ Familiarity with Museum collections, processes & systems
- ☐ Information technology skills e.g. Microsoft Word & Excel
- ☐ Awareness of Cambridge history and research resources



Job Specification: Museum Weekend Assistant

Hours worked: 0.04 (4 hours per week)

Salary: Hourly rate= \$20.50 gross per hour.

In addition 4 weeks (proportional) annual leave payable and Kiwi saver contribution if part of the scheme. Proportional sick leave of 5 days per year after 6 months.

Professional Knowledge: Will have a basic professional competence and knowledge.	Previous experience in a museum environment.	
Management of resources: Will be supervised and guided by the Museum Manager on a range of tasks.	Assistant level position. Must be able to take guidance and follow procedures.	
Freedom to act: Must be able to commit to regular weekly shift but have flexibility to change if required.	Will have procedures and standards to follow.	
Communication and Networking: Must relate well to others and be a good team member. Ability to provide public facing services essential.	Able to work as part of a team as well as alone. Dealing positively with the public.	
Previous work experience:	Has worked in a similar environment. Familiar with museum collections and processes, public interface and basic processes for administration.	
Useful skills:	Computer skills Papers Past and other historical research sites Website familiarity and searching	