

Museum Assistant – Saturdays, 10 am – 2 pm 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

<p>Job Specification: Museum Weekend Assistant Hours worked: 0.04 (4 hours per week)</p> <p>Salary: Hourly rate= \$24.00 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.</p>		
<p>Professional Knowledge: Will have a basic professional competence and knowledge.</p>	<p>Previous experience in a museum environment.</p>	
<p>Management of resources: Will be supervised and guided by the Museum Manager on a range of tasks.</p>	<p>Assistant level position. Must be able to take guidance and follow procedures.</p>	
<p>Freedom to act: Must be able to commit to regular weekly shift but have flexibility to change if required.</p>	<p>Will have procedures and standards to follow.</p>	
<p>Communication and Networking: Must relate well to others and be a good team member. Ability to provide public facing services essential.</p>	<p>Able to work as part of a team as well as alone. Dealing positively with the public.</p>	
<p>Previous work experience:</p>	<p>Has worked in a similar environment. Familiar with museum collections and processes, public interface and basic processes for administration.</p>	
<p>Useful skills:</p>	<p>Computer skills Papers Past and other historical research sites Website familiarity and searching</p>	