



Museum Co-Ordinator - Vacancy

Salary: 1 day/week, £5096 per year (£25,480 FTE)

Contract and hours: 1 day per week equivalent to 7 hours per week, which may be split over more than one day by agreement. Flexibility on working pattern to be agreed on offer of employment. Will require occasional evening and weekend work. Probation period of 1 month. This is an initial six-month contract. Following an evaluation of the scope of the role, the trustees intend for the role to become permanent. It is anticipated this role will grow with the right candidate and that we will work to increase the hours and responsibilities we can offer (funded either through our increased income or project funding). The successful candidate will have considerable autonomy to shape the museum's day-to-day management and contribute to its successful development.

Place of Work: Hybrid, working remotely and at Heptonstall Museum, the balance to be agreed around operational needs, but we aim to accommodate preferred working patterns.

Reporting to: Friends of Heptonstall Museum Trustees

About Heptonstall Museum

Heptonstall Museum is a small, volunteer-led museum at the heart of the historic village of Heptonstall, near Hebden Bridge. The museum presents a programme of changing exhibitions and events celebrating the area's heritage and culture. The museum is managed by a registered charity, The Friends of Heptonstall Museum, and staffed by a pool of volunteers from the local community.



Job Description

Working closely with the Board of Trustees and museum volunteers, the Museum Coordinator will support the smooth running of the museum.

Volunteers

- Support our volunteers with recruitment, administration and weekly rota management.
- Train volunteers in museum procedures and policies.
- Ensure a positive experience for volunteers.

Administration

- Maintain and develop office systems.
- Budget management, raise and pay invoices, support Chair and Treasurer prepare quarterly reports, end-of-year accounts and Charity Commission return.
- Monitor review dates and schedule updates of Museum Policies and Procedures.
- Support the Marketing Trustee and Chair with funding applications and evaluation by organising and analysing data collection.
- Organise Trustee meetings working with the Museum's Chair, circulate papers and take minutes.

Communications

- Manage enquiries via our social media pages, email, website and google site.
- Support social media and other comms activity.
- Assist with maintaining our website using WordPress, including an understanding of brand assets, available via Canva.

Shop Management

- Shop management, including tracking sales, restocking and banking takings.
- Help develop our retail offer.

Building

- Organise periodic inspections of building (e.g. Fire alarm, PAT).
- Weekly alarm testing.
- Manage suppliers e.g. Internet, water, insurance.

Operations

- Fill in on reception desk on an occasional basis.
- Support events and exhibitions, including occasional out-of-ours working.



Person Specification

Essential

- Good communication and interpersonal skills.
- Ability to work to tight deadlines and use your own initiative to problem solve.
- Experience with supporting and coordinating volunteers.
- Fluent in Google Drive/Docs, finance management software, Canva and Microsoft Office.
- Living within commutable distance of Heptonstall and able to work regularly on site.

Desirable

- At least 2 years' paid contracted employment in a museum, gallery, heritage or charity role.
- Knowledge of Health and Safety in a museum, public building or visitor attraction.
- Certified First Aider.
- Experience of website development and maintenance, especially WordPress.

Apply

Email us at info@heptonstallmuseumfriends.org.uk, with a CV (two pages maximum) and a short statement (one page maximum) highlighting how you meet the person specification. Please include the names and contact details of two referees (we won't contact them until after we have made an offer).