DWP Bid Unique Identifier

Job Placement title Trainee Museum Assistant

Company name Newton Abbot Museum

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

Newton Abbot Museum is a new vibrant museum in the town centre. Our goal is to welcome all visitors and enable them to explore the history of Newton Abbot and the surrounding areas in a fun and interesting way. As Trainee Museum Assistant, you will play a key role in delivering our services and be a member of a small dedicated team. You will be joining the Museum at an exciting time as we have recently opened at our new location and are constantly expanding and developing different ways to engage with the public. By joining our team, you will have a flexible role with the opportunity to take on many different sorts of responsibilities in a wide range of areas of museum work.

Key Responsibilities:

Assist with the day-to-day running of the Museum, welcoming visitors into the Museum and supporting volunteers, particularly with COVID-19 safety measures and cleaning regimes.

Support Saturday opening.

Offer support for activities and workshops as and when they are scheduled, COVID-19 depending.

Assist with re-organising the new Museum stores and updating locations of objects.

Receive in-house training on the Museum's Collection Management System, MODES, and update object locations when confident to do so.

Answer telephones and assist with queries / pass it on to the relevant member of staff.

Help with the Museum evaluation process by logging comment card feedback regularly into an Excel document (training will be provided on using formulas in excel to assess data and chart creation)

Assist with creating promotional materials, such as posters and leaflets using Publisher (training given).

Assist with promotion of activities via website and social media.

Attend museum team meetings from time to time.

Job Placement summary continued…

Certain tasks may vary due to COVID-19. For example, during lockdown periods your focus would shift from Front-of-House visitor support to administrative tasks. This role would therefore require you to be flexible, as and when needed.

Skills you can expect to gain: using museum databases, customer/visitor service, working with volunteers, administrative tasks (Word, Excel, Publisher, data analysis and presenting information for different audiences), creating interesting and engaging content for the web

Essential skills, experience and qualifications (please do not use bullet points)	Good at working in a team Good communication skills Reasonable IT skills- experience in Word, ability to learn new programmes with staff support Good time management skills Good attention to detail Willing to learn Enthusiasm for history and museums Flexible and able to adapt to different situations Experience working with public would be useful, but is not essential

Job category (DWP use only)

Number of hours per week   25

**Working pattern and
contracted hours** (including   Flexible weekdays but must include Saturday, 9am-
any shift patterns)   2pm (if COVID-19 allows opening)

Hourly rate of pay   National minimum wage

Details of employability support (training opportunities/mentor)

In-House training:
    Initial induction to the Museum from Museum staff
    MODES Training (museum database)
    Microsoft Office suite (particularly Excel and Publisher)
    Front of House
    Visitor Services
    Working with volunteers
    Presenting information for different audiences (visitors, formal reports, social media, object descriptions, posters)
 	
External:
    South Devon College offer a range of employability skills courses depending on the employees needs. This could include training on time management, writing a CV and ICT skills for future employment.

Closing date for applications   30th September 2021

Using the table on the next page please provide details for each Job Placement by location.

Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including post code)	Contact details for the Job Placement Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
n/a	Newton Abbot Museum Newton's Place 43 Wolborough Street Newton Abbot TQ12 1JQ	Name: Charlotte Dixon Email: museum@newtonabbot-tc.gov.uk Tel: 01626-201121	Via job centre referral.

Email for an application form. | 1 | 45 | YES: Buses and trains run within easy walking distance but timetables are limited during COVID-19 | 11th October 2021 |