OFFICE ADMINISTRATOR/MEMBERSHIP SECRETARY: 3 days a week (generally 9am-5pm), with regular evening and weekend hours.

General Responsibility:
To provide administrative support and handle a wide range of enquiries from the general public. This requires liaison with job-share colleague (Office Manager) in order to ensure an effective working relationship. To maintain the membership database efficiently and accurately and to promote both individual and corporate membership.

Shared Responsibilities:
Answering enquiries, taking messages and producing museum notices
General paperwork duties including writing letters, filing and allocating memos
Opening and closing of the Museum shop, including the provision of till money from the safe and securing of cash at the end of the day
Opening and allocation of mail and email messages
Maintain and update databases and files of current information
Order office materials as required
Updating databases and desk diary of relevant information
Organise invites, mailings and promote accordingly
Negotiate volunteer cover for desk and special events
Produce front desk books, message notes, staff and volunteer badges
Provide in-house training for volunteers and colleagues in receptionist duties & visitor information provision
Manning of desk and shop as requested by Curator or Office Manager
Assist with visitor information queries in absence of Visitor Information team
Ensure the photocopier is in working order
Attend meetings as required
Allocate keys when necessary and ensure return at end of day
Identify and implement improved working practices and procedures
Attend professional development courses and undertake relevant training as suggested by the Curator
To be aware of Health and Safety issues and work according to requirements
To record and/or report any incident or accident
Responsible for maintaining accurate contact details of all stakeholders
To be vigilant and security aware at all times
Participate on the Saturday working rota (approximately once a month)
Provide cover for evenings and special events as required.
Any other jobs commensurate with the post

Individual Responsibilities:
To actively recruit and encourage membership of the Museum to individuals and corporates alike, and deal with membership enquiries.
To record accurately and efficiently members’ details in our database in accordance with current legislation.
To liaise with members according to regulations
To work with other staff members on members’ events to ensure continued support and interest (including fundraising).

Salary:
£10,000 per annum

Closing Date:
Noon on Friday 27th October 2017
Haslemere Educational Museum

The Mission Statement of Haslemere Educational Museum

“To forward and advance the study of Science, Literature and the Fine Arts by means of a well-equipped museum of Natural History and objects of art and of a scientific, literary and historical nature.” Sir Jonathan Hutchinson, founder.

Project Objective

To implement our Mission Statement by realising the potential of the Museum’s collections, buildings, grounds and amenities in a manner that combines recent changes in technology and contemporary user expectations with the 100 year old tradition of an institution that is part of Haslemere’s heritage.

The Foundation of the Museum

Haslemere Educational Museum was founded in 1888 by Sir Jonathan Hutchinson (1828-1913), an eminent surgeon whose practice was based in London. In the 1860s Hutchinson built a country home in Haslemere, where he had the space to indulge his delight in collecting. This passion was based on his deep conviction that an education could be acquired through the study of objects.

His original museum was opened in the grounds of his home until its success led to its establishment at a more central site on the south side of town in 1895. It was conceived as a museum for Haslemere, not simply of Haslemere. At its inception it pioneered innovative ideas of museum education and interactivity which were influential at the time and which anticipated many ideas current today.

After his death in 1913, Hutchinson’s circle of like-minded friends and scholars were determined to keep his museum going. They convened a new board of trustees that, in 1926, established the museum on its present site.

Present Overview

Haslemere Educational Museum is an independent museum, a charitable trust and a company limited by guarantee. Throughout its history it has been privately financed, with only limited recourse to public funds.

In 2006 the Museum was awarded Accreditation by the Museums, Libraries and Archives Council, and updated by Arts Council England in 2013.

In 2012 the Museum won two national sector awards: The Telegraph Family Friendly Museum Award and the Museums + Heritage Nation’s Favourite Museum Award. In 2014 the Museum won the Museums + Heritage Award for Project on a Limited Budget. In 2015 the volunteers of Haslemere Museum were awarded the Queen’s Award for Voluntary Service. In 2016 we were awarded the Sandford Award for excellence in education.

The Museum is open from Tuesday to Saturday 10am to 5pm. The Museum operates an entry by donation system.