

HASLEMERE EDUCATIONAL MUSEUM

JOB SPECIFICATION

Title: Premises Assistant

Site: Haslemere Educational Museum

Hours: Five mornings a week (Monday-Friday) 9am-12pm. Subject to flexibility.
Must be driver as occasional off-premise trips.

Salary: £10 per hour.

ORGANISATIONAL REPORTING

Line Manager: Curator

Reports to: Buildings & Premises Manager and Curator

Main Duties of Post

• To be an Assistant to Buildings and Premises Manager in a variety of tasks and responsibilities relating to the Museum building and grounds, as outlined below.

Repairs and Maintenance

- Keep the tool/equipment shed and area organised, tidy and secure.
- Maintain the tools and equipment in working order and seek replacements as required.
- Monitor rubbish and recycling levels and transfer to main exterior bins.

To share responsibility with Premises Manager

- Monitor and undertake top-up cleaning of kitchens and toilet facilities in between regular cleaner visits, as and when required.
- Undertake general repairs and maintenance duties, both routine/scheduled and ad hoc requests, including Museum House.
- Hands on manual work such as painting, lifting, carrying, light carpentry, etc?
- Maintain the Museum and its environs tidy and free from litter and other debris, especially the frontage and entrance.
- Maintain and repair the exhibition spaces between hires and as required.
- Support the cleaner in their work and undertake supplementary duties as required to ensure that the Museum is kept clean and tidy.

To share responsibility with Grounds Team

- Assist in preparation for events to be held in the Museum grounds, liaising on logistics, security fencing, electricity supply, lighting, signage etc.

Events and Exhibitions

- Set up necessary equipment and furniture for room hire, events or workshops.
- Maintain the equipment and furniture used for the above, in good working order.
- Prepare exhibition spaces and assist in setting up exhibitions as directed by curatorial staff and office staff.
- Provide IT and technical support for events and room hires.

To share responsibility with Premises Manager

- Sometimes required to transport travelling exhibitions to their next venue or collect exhibition and business materials from other sources.

To share responsibility with Grounds Team

- Assist with sourcing and erecting/dismantling gazebos for events.

Management and Administration

- To attend meetings of the Buildings and Premises Committee as required.
- To attend staff and any other meetings required as part of work duties.
- To diarise and monitor the expiry dates of utility contracts in liaison with the finance team.

Other Duties

- To undertake any other duties, which may be allocated from time to time, that are commensurate with the post holder's responsibilities but always bearing in mind that the primary function is to ensure that the Museum building and grounds are maintained to a suitable standard to ensure security and protection of the fabric of the building and that visitors, volunteers and staff are safe.

Additional Hours

- To undertake overtime duties outside of normal working hours, agreed in advance, as required by the business needs of the Museum. These duties may include evening work, bank holidays and weekends.

Application:

Please send CV and covering letter to -

The Curator
Haslemere Educational Museum
78 High Street
Haslemere
GU27 2LA
curator@haslemeremuseum.co.uk

Closing date: 22nd October 2021 at 5pm.