



## HASLEMERE EDUCATIONAL MUSEUM

### JOB DESCRIPTION – HERITAGE APPRENTICE

Made possible through funding from The National Lottery Heritage Fund. Thanks to National Lottery players.

#### General:

This post is to work on a National Heritage Lottery Fund project to celebrate 100 years of Haslemere Museum being in its current building. The Heritage Apprentice will provide support to the Project Manager and the Community Outreach Coordinator. Responsibilities include administrative tasks, assisting with event planning and execution, and developing materials for community engagement. This role provides an opportunity for hands-on learning and development within the heritage sector. The successful candidate will undertake the Cultural Learning & Participation Officer, Level 3 apprenticeship qualification.

#### Days:

Full Time, 9am-5pm.

#### Key Responsibilities:

- Administrative tasks associated with the Centenary Celebration project
- Assist with event planning, execution and evaluation, and developing materials for centenary project
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- Help to deliver programming relating to our centenary celebration project
- General admin including reports and records
- Update museum diary of relevant information and appointments
- Complete Cultural Learning and Participation Officer Level 3 apprenticeship
- Support the promotion and publicity of centenary project
- Some out of hours work as required
- Attending meetings as required
- To be vigilant and security aware at all times
- To be aware of Health and Safety issues
- To be aware of Sageguarding policies and issues
- The successful candidate may require DBS check
- Any other jobs commensurate with the post

#### Other information:

The Heritage Apprentice will report to the Education Officer  
Ability to work as part of a team essential.

Haslemere Educational Museum  
78 High Street, Haslemere, Surrey, GU27 2LA

**Salary:**

In line with the Minimum wage for apprentices, first year £13,741

**Contract:**

This is a 15 month contract that could be extended.

**Qualifications:**

Level 2 English and Maths

Interest in the Heritage, cultural and Arts sector.

**How to apply**

Haslemere Educational Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

Please submit:

- A comprehensive CV (3 page maximum) containing details of relevant qualifications and experience.
- A covering letter (2 page maximum) which states your interest and suitability for the post.

To: Kay Topping, Education Officer

Haslemere Educational Museum, 78 High St, Haslemere, GU27 2LA

01428 642112 | enquiries@haslemeremuseum.co.uk

**Interview**

- The deadline for applications is 12 noon on Friday 6 June
- Interviews will be held the following week

Please indicate on your covering letter if you will be unavailable at this time.

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**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**

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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 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 and 2018.

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. In 2018 the Museum won the Museums + Heritage Award for Fundraising Initiative of the Year. In 2021 we were again 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.

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