

## **Museum Assistant (freelance) Job description**

Ideal role for a student interested in art, engaging visitors, creating social media content/engaging our platforms and co-ordinating our amazing volunteers. To be based in Nailsworth, Gloucestershire. One-year freelance contract with one months' probation.

Job description:

1. **Duty management.** You will be responsible for opening the Hundred Heroines site to the public on the days you are working. Opening hours are 10.30am to 4.30pm. During these hours, you will liaise with visitors, coordinate any volunteers on site with you so that scheduled breaks are covered, ensure the museum is clean and ready for the next day, and assist with close.
2. **Gallery Invigilation.** During the hours that the Museum is open, you will need to assist the supporting of volunteers in invigilating the gallery spaces, answering visitor questions and ensuring the space is staffed at all times. Full training for each exhibition will be given.
3. **Social Media.** Hundred Heroines' online presence is vital to our success. Part of your role will be to create vibrant and interesting images and copy working with our larger social media strategy.
4. **Shop & Donations.** You will need to handle sales, visually monitor shop stock during the day, restocking shelves when necessary and keeping a record of what stocks are running low so a reorder can be placed. You will need to handle visitors donations.
5. **Customer Services.** During the day, you will need to monitor emails liaising with schools & invite lists, Eventbrite bookings, in-person enquires and social media interactions.
6. **Support for public programming.** You will help set up and facilitate our public programme of events, talks, courses etc.
7. **Any other tasks.** There may be times when you are asked to carry out other tasks not listed here. We will discuss these with you beforehand and ensure any additional training is provided in good time. You may also be asked to assist in the setting up new exhibitions or refreshing the collection displays.

You will:

- Have knowledge of, and be active in, at least one social platform especially facebook, instagram, twitter.
- Have a passion for art, culture and creativity
- Be willing to work weekends, including Sundays
- Be able to work flexibly and reliably

Full training will be provided. Please submit CV and cover letter to [harriet@hundredheroines.org](mailto:harriet@hundredheroines.org)