



Sandwich Guildhall Museum

Guildhall Museum
Cattle Market
Sandwich
Kent CT13 9AH

Tel: 01304 617197
hrmanager@sandwichtowncouncil.gov.uk

Museum Coordinator

Location: Guildhall, Sandwich, Kent

Salary: £20,000 - £22,500

Terms: Full-time permanent contract

Hours: 37.5 per week, Wednesday to Sunday. TOIL available.

Main Duties:

Coordinate the day-to-day running of the Museum and its team of enthusiastic volunteers to achieve maximum participation and enjoyment; to plan, promote and coordinate tours and rolling exhibitions. Working alongside the Museum and Archives Committee, generate a forward plan for the Museum. To undertake marketing of the Museum through diverse communication streams, maintaining an up-to-date and relevant social media presence. To keep abreast of best practice within the sector, identifying and introducing improvements as appropriate.

Competencies:

We are looking for a motivated person with excellent administrative and interpersonal skills, able to prioritise and plan effectively and successfully. An aptitude for IT and social media is essential in this public-facing role, together with an understanding and appreciation of tourism and heritage. Efficiency, creativity and integrity are prerequisites, alongside the ability to work to deadlines.

Relevant higher education qualifications in Museum Studies, Heritage Management, or comparable experience are required, together with a high standard of written English and numeracy, plus a keen interest in history and heritage.

Closing date: Friday 11th February 2022

Please apply in writing with CV to Sandwich Town Council's HR Manager, hrmanager@sandwichtowncouncil.gov.uk
Full role description will be issued on receipt of application.