

# **Hertford Museum Learning Officer Job Description**

**REPORTING TO:** The Curator

**PURPOSE OF JOB:** To administer, deliver, develop and evaluate an imaginative and interactive learning provision for all at Hertford Museum and in an outreach capacity.

## **1. Main duties**

- 1.1 Deliver and continue to develop object based learning workshops to schools both at the museum and in school.
- 1.2 Maintain consultation networks and seek new opportunities to engage with teachers, schools, heritage colleagues, museum learners of all ages and new and excluded audiences.
- 1.3 Work with the curatorial team to support the temporary exhibition programme
- 1.4 Oversee learning provision booking including loans boxes.
- 1.5 Work as part of the team to organise and deliver the museum events programme.
- 1.6 Promote the museum as an exciting and stimulating learning venue for all.
- 1.7 Provide specialist learning advice to the museum team and heritage colleagues.
- 1.8 Provide regular reports on the museum learning programme for Trustee meetings.
- 1.9 Working with colleagues, produce publicity material for the service and organise marketing to schools and target audiences.
- 1.10 Supervise and support volunteers delivering museum activities and events.
- 1.11 Keep up to date with national agendas in teaching and learning.
- 1.12 Work as part of the museum team to develop lifelong learning opportunities within the museum environment.
- 1.13 Work as requested at museum and other sites.

## **2. Working with the collections**

- 2.1 Manage, maintain and continue to develop learning resources and handling collections.
- 2.2 Research collections in support of the temporary exhibition programme and as sources of inspiration for museum learning.

### **3. Managing people and teamwork**

- 3.1 Recruit, train and supervise volunteers and work placements.
- 3.2 Work as part of as a proactive and flexible member of our team.

### **4. Budgets and Funding**

- 4.1 Source and apply for funding for specific projects and to support core learning programmes.
- 4.2 Manage external learning funding budgets with support from the Curator.

### **5. Evaluation**

- 5.1 Undertake evaluation using relevant frameworks for new programme strands and projects

### **6. Miscellaneous**

- 6.1 To be a proactive member of the Museum team and to carry out all other reasonable duties as requested by the Curator.
- 6.2 At all times to carry out his/her duties in accordance with the policies of the Trustees of Hertford Museum.
- 6.3 To take reasonable care of health, safety and welfare of self, other persons and resources while at work and in the course of service delivery, in accordance with the responsibilities placed on the Museum by current legislation.
- 6.4 To work occasional weekends and evenings as and when required.
- 6.5 To be a key holder and take part in the museum's alarm call-out rota.
- 6.6 To be an ambassador for Hertford Museum