

## Hertford Museum seeks a proactive Administrator to join our friendly, dynamic team.



For an informal discussion about the role, please contact Sara Taylor 01992 582686 sara@hertfordmuseum.org.uk

HERTFORD MUSEUM  
*Inspiring Generations*

### **Museum Administrator**

Part time

Contract: Permanent

Salary: National Living Wage

(NLW 18-20, £5.90; NLW 21-24, £7.38; NLW 25+ £7.83)

Hours: 16 hours per week

(This post may require some weekend or evening work on occasion to facilitate events for which the post holder will receive time off in lieu.)

### **Job Description:**

- Update Charity Commission records
- Promote the Museum's Super 100 Lottery Club, Patron scheme and other fundraising schemes
- Administer Patron donations
- Run the monthly Super 100 draw
- Manage donations
- Maintain Gift Aid and associated records
- Credit control: chase up late payments
- Manage venue hire and children's party bookings
- Managing incoming and outgoing post
- Replenishment of office supplies and event provision purchasing
- Arrange annual maintenance visits and attend to contractors on site
- Source maintenance and service provision quotes
- Supporting the Back and Front of House teams in general admin tasks as required
- Take minutes at 4 x annual meetings of the Board of Trustees
- Working with the museum team to deliver events and activities
- Room set up for regular events/room hire
- Update website content (training provided)
- Housekeeping: support BOH team in maintaining clear and tidy communal areas, liaising with refuse collectors and ensuring adequate housekeeping supplies are available.
- Key Holder
- Part of an emergency call out rota

### **Person Specification:**

The successful candidate will:

- Be enthusiastic about museums

- Be honest and trustworthy
- Be computer literate: proficient in Microsoft Office, internet and social media use and be willing to learn new software packages
- Be friendly and personable
- Have a confident and polite telephone manner
- Be able to prioritise and multitask
- Be able to work on their own initiative
- Be a flexible team worker
- Have a “can do” attitude
- Have some administrative experience\*
- Have some diary management experience\*
- Be willing to comply with health and safety legislative requirements
- Be willing to comply with equal opportunities legislative requirements

\*this does not have to be in a paid work environment

Please apply in writing or by email to the Curator including a copy of your CV and two named referees.

**Please ensure your letter of application makes reference to examples of how you meet the person specification.** If you would like an informal chat about the role then please contact Sara Taylor 01992 582686.

Applications to: Sara Taylor, Hertford Museum, 18 Bull Plain, Hertford, SG14 1DT

sara@hertfordmuseum.org.uk

Closing date for applications: 31<sup>st</sup> December 2018