



ARUNDEL MUSEUM

DEPUTY MANAGER

Deputy Manager to work 14 hours a week on a Sunday and Monday from 9.30 to 4.30. Some holiday cover for the Manager will be required (approx. 28 days per year).

Salary - £11.44 per hour

Benefits – Company Pension and Free Parking

Job Description:

Responsibility for Museum and volunteers during your workdays, this will include opening and closing of the museum (opening hours 10 am – 4 pm).

Work closely with the Manager, communicating updates and information to help projects get completed and provide a smooth handover.

Proactively promote the Museum and commercial activities, including the Museum shop and the Tourist Information Point.

General cleaning to ensure the Museum remains welcoming.

Skills and experience required:

A good level of education and evidence of career development.

Good computer, literacy and numeracy skills. Experience with Microsoft Office (Word, Excel, Powerpoint, Publisher and Outlook) and Social Media.

Excellent customer service skills and confidence in dealing with visitors to the Museum.

Some manual handling will be required to prepare exhibitions and set up room hires.

Willingness to undertake training in First Aid, Food Hygiene and Health and Safety.

On appointment you will be required to undertake a DBS check.

To apply for this role, please send a CV and cover letter to office@arundelmuseum.org

Deadline for applications Tuesday 9th April 2024, 5pm.