



We are recruiting!

**Glencoe Folk Museum** is looking for new **Museum Assistants** to join our friendly front of house team.

See below for details. Applications to be received by

<b>Role Title</b>	Museum Assistant
<b>Location</b>	Glencoe Folk Museum, Glencoe Village, PH49 4HS
<b>Wage</b>	£11/hr
<b>Hours per week</b>	5hrs per day, 1 day per week with opportunities for extra hours
<b>Start Date</b>	April 2023
<b>Application Deadline</b>	20 <sup>th</sup> March 2023
<b>Dates of interview</b>	w/b 27 <sup>th</sup> March
<p><b>Role Profile</b></p> <p>The purpose of this role is to greet and assist visitors at the reception of Glencoe Folk Museum during our open season (April-October), providing a friendly welcome and the best possible visitor experience. You will be the face of the museum, meeting people from all over the world and sharing your love of Glencoe with them!</p> <p>This role would be ideal for someone looking for flexible additional hours to fit around another part-time job/childcare, or a student looking for weekend/summer work.</p> <p><b>Tasks Involved</b></p> <p>Greet visitors at the museum desk  Cash handling and transactions  Answering queries  Promoting events and activities to visitors  Collecting feedback  Keeping the museum clean and tidy  Key holder  Opening the Museum and locking up at the end of the day</p> <p>Training will be given for all tasks.</p>	
<p><b>Why work at Glencoe Folk Museum?</b></p> <p>Join a fun team - the Museum is a vibrant, friendly workplace with passionate staff and volunteers.</p>	

You will meet a variety of people including heritage experts, other Museum staff/volunteers, and visitors from all over the world.

You will develop skills and knowledge of the museum, heritage and tourism sector, as well as transferable skills such as money-handling, customer service and communication.

You will become involved in our significant heritage site at an exciting time in its development!

**Skills and experience**

Excellent communication skills.

Friendly, helpful and welcoming approach to all.

An interest in meeting and speaking to people from all walks of life and from all around the world.

Commitment to excellent customer care.

Confidence with cash handling and sales (previous experience is desirable but not essential as full training will be provided).

An interest in and willingness to develop own knowledge of the local area, Glencoe Folk Museum and our collection

Must be able to work independently, and with others. Lone working is essential.

Must have the ability to follow, and work within the constraints, of the Museums policies, plans and procedures.

**Anything else?**

PLEASE NOTE:

At present the Museum has no toilet or washing facilities. The nearest facilities are the public toilets in Glencoe village car park. If necessary, Museum Assistants can temporarily close the Museum to take comfort breaks.

**Please send your C.V. and a covering letter outlining your suitability for the role to:**

[curator@glencoemuseum.com](mailto:curator@glencoemuseum.com)