

## JOB DESCRIPTION

Part-time, 30 hours



Salary: £21,400.00 to £26,000.00 pro rata  
depending on experience

September 2019 – April 2021

<b>Job Title</b>	Sharing Cultures Project Officer	<b>Reporting to</b>	Museum Director
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**'Sharing Cultures - Exploring Our Museum'**, a National Lottery Heritage Fund project, will put local people at the heart of opening-up stories about collections relating to world cultures in our museum.

Through local partnerships with Access Migrant Support, Rosmini Centre and College of West Anglia, the museum will offer co-creation opportunities, volunteer recruitment, development and training and a sustainable outreach programme. These activities will be aimed at specific migrant communities as well as reaching non-visitors within our immediate locality.

The Sharing Cultures Project Officer will be responsible for overseeing the Sharing Cultures Project plan. This includes: volunteer recruitment, training and development, embedding volunteer supported operations structure across the museum and creating a succession plan with volunteers. The post-holder will also be responsible for developing a Museum on the Move and manage a programme of co-curated events and exhibitions with the aim to increase engagement by the local community with the museum and its collections.

### Key tasks and responsibilities

- Recruit, train and coordinate a volunteer workforce to welcome visitors in front of house roles, work on collections, deliver community engagement/outreach and formal and informal learning sessions. With responsibility for safeguarding, risk assessment and coordination of DBS checks.
- With help from the museum team, Learning & Access Development Officer and volunteer body, set up succession plans to ensure the volunteer model continues after the project ends.
- Work with the Museum team, volunteers, community curators and producers, to develop and deliver temporary exhibitions and events in the Museum as part of the Sharing Cultures Project.
- Working with the Learning & Access Development Officer, design and manage production of Family Explorer Packs in different languages to be used for learning and fun whilst exploring the permanent displays.

- Develop content for digital downloads using themes and storylines that will improve learning and access to collections in store as well as collections on display.
- Assist in marketing volunteer vacancies, Sharing Cultures events, exhibitions and Museum on the Move with the help of the wider museum team.
- Develop, facilitate and support a Youth Panel in partnership with the support of Learning and Community Engagement volunteers
- Support volunteers to work with schools to take part in national initiatives Children’s Art Week and Kids in Museum.
- Support volunteers to establish a Teachers Advisory Group and provide CPD events for teachers.
- Working with the wider museum team to develop and deliver a programme of Sharing Cultures themed exhibitions and events.
- Hold EAL classes in the museum which make use of the collections as prompts for learning.
- Evaluate and improve the museum’s offer in terms of visitor experience, community engagement and learning.
- Act as an ambassador for the museum, enhancing its reputation and profile within the community and with partners and stakeholders.

You will be a good communicator with demonstrable experience (at least one year) of managing and supervising a team of volunteers.

You will have experience of maintaining volunteer administration systems and/or experience of introducing online volunteer recruitment systems.

You will be able to demonstrate effective mentoring, training and coaching skills.

You may have experience of co-curation and working in partnership with community groups in a cultural setting or similar.

### Person Specification

Person specification	Essential/ Desirable
Passion for the museum sector and its significance in providing quality engagement through collections	E

Able and effective communicator (verbal and written)	E
Excellent interpersonal skills	E
Able to work independently and as part of a team	E
Able to demonstrate team-working ethos and strong motivation skills	E
Demonstrable experience of coordinating and mentoring volunteers	E
Experience of leading on safeguarding for young people participating in a project	E
Experience of working with volunteer management systems, for example 'Volunteer Makers' or equivalent	E
Demonstrable experience of working on projects	E
Able to work evenings and weekends as required	E
Experience of community or partnership working	E
At least one year's experience of volunteer management	E
Experience of working in a museum or heritage organization	D
Educated to degree or post graduate level or equivalent qualification in Heritage Management, Museum Studies	D
Demonstrable experience of initiating and developing community outreach and co-production projects, using historical materials, buildings or collections	D

### To Apply

Please send a completed application form and CV by email to Martin Lawrence, Director, Wisbech & Fenland Museum at [info@wisbechmuseum.org.uk](mailto:info@wisbechmuseum.org.uk) by Thursday 29 August 2019 .

Interviews will be held at Wisbech & Fenland Museum on Friday 6 September 2019.