

## Casual Museum Assistant (Visitor Services and Events)

Discover Bucks Museum is an independent charity which looks after 130,000 objects telling the story of Bucks and beyond from 200 million years ago to the present day.

We are in an exciting period of development as our our new galleries opened last year and we have a great programme of exhibitions and events planned. Due this we are expanding our museum team.

### What you'll be doing

Working as part of our Visitor Services and events team you will provide exceptional customer service, bringing a touch of magic to everything you do. You will be proactively engaging with our visitors about our museum history and exhibits, bringing them to life and encouraging exploration. We have an exciting programme of events and this role will be pivotal in the set up of these and will include the delivery of family holiday activities. While working in the shop and the café you will exceed our charitable sales targets, while also ensuring the day-to-day safety and security of our exhibits and our visitors.

### Who we're looking for

You will be customer-focused, proactive, creative and confident. Able to engage with our visitors about our galleries, exhibitions, and events, you will be warm and enthusiastic, ensuring all visitors feel welcome and have a memorable visit.

Our Visitor Services and Events Assistants run our engagement activities, admissions desk, shop and café, so previous cash handling and till experience are desirable.

We are looking for casual Museum Assistants – working on a 0-hour basis to fit in around our peak periods and your other commitments. Most of these shifts will be on weekends, evenings and during school holiday weekdays, with additional shifts for special events.

### How to apply

To apply please send a CV and cover letter outlining how you meet the person specification in the accompanying role description document to: [visitorservices@discoverbucksmuseum.org](mailto:visitorservices@discoverbucksmuseum.org)

Deadline for applications: Midnight on Wednesday 15 March 2023

Discover Bucks Museum is an Equal Opportunities employer