

## Visitor Services Assistant - Casual

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 in April and we have a great programme of exhibitions planned. Due this we are expanding our Front of House team.

### What you'll be doing

Working as part of our FOH 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. 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, 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.

Our Visitor Services Assistants run our admissions desk, shop and café, as well as being based in our galleries, 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 based between Tuesday – Saturday during the day, but there will be occasional Monday, Sunday, and evening shifts during the holidays and for special events.

### How to apply

To apply please send a CV and Cover Letter answering the following questions to [visitorservices@discoverbucksmuseum.org](mailto:visitorservices@discoverbucksmuseum.org):

- How does your experience make you suited for the role?
- Why are you interested in the role of Visitor Services Assistant at Discover Bucks?

Deadline for applications is Friday 4<sup>th</sup> November at 15.00

Discover Bucks Museum is an Equal Opportunities employer