

## Marketing Assistant – Discover Bucks Museum

**Salary: £9,600 per year / 15 hours per week (Ft Equivalent: £24,000)**

**Reporting to: Marketing Manager**

**Contract: 18 months fixed term, starting ASAP. Potential for extension.**

Discover Bucks Museum has a great opportunity for a part-time Marketing Assistant to assist the Marketing Manager with the marketing and PR for the museum, exhibitions and Roald Dahl Children's Gallery. This post will work across all departments to ensure that we shout about all of the fantastic things that we offer and reach the right audiences. The role is initially fixed-term for 18 months, with the potential for an extension or permanent role in the future, depending on marketing projects and museum footfall.

- Designing and implementing social media posts and campaigns
- Updating content and maintaining Museum's website
- Promoting and listing the Museum events calendar with local media
- Sending regular Mailchimp email updates
- Placing paid for advertising as agreed to appropriate media for museum events, exhibitions, activities and venue hire
- Liaising with local press and media contacts to keep them updated with museum events
- Assisting with the production of museum promotional materials and inhouse posters, flyers.
- Assisting with marketing surveys and analysis
- Working with marketing volunteers as required
- Adhering to new GDPR regulations

### **Person Spec**

#### Essential:

- Experience delivering marketing and PR for charities or businesses
- Knowledge and skills relating to social media account management and communications
- Excellent written and verbal communication skills and flair for language
- Excellent interpersonal skills and ability to work independently and with a range of people from different backgrounds
- Good IT skills and the ability to use Microsoft Suite packages

Desirable:

- Excellent technical social media skills and experience of running social media campaigns
- Knowledge of WordPress and managing websites
- Design skills and design software knowledge
- Some experience of working in a heritage setting with volunteers
- Good sense of humour and ability to work in a team

**Hours: 15 hours a week – Monday to Friday (flexible) Very occasional weekend or evening work may be required for which notice will be given. Additional hours may be available from time to time for funded projects etc.**

**Deadline for Applications: Friday 13 February 2026 at 5pm**

**Please send a CV and cover letter explaining how you are suitable for the role to:**

**[marketing@discoverbucksmuseum.org](mailto:marketing@discoverbucksmuseum.org)**

**ALL APPLICATIONS TO BE SENT BY EMAIL ONLY. NO POSTAL APPLICATIONS WILL BE ACCEPTED.**

**Interviews: week beginning 23 February 2026.**