



Museum Assistant

Permanent post
Salary £9.20 per hour
21 hours per week
Friday, Saturday, Sunday

Tenby Museum and Art Gallery is seeking an enthusiastic, self-motivated and highly organised individual to provide administrative support to the running of the museum.

The role will include:-

- Documentation and cataloguing of acquisitions, purchases and donations
- Maintaining records for the care and management of the Collection
- Organising staff, volunteer and student rotas and training
- In the Curator's absence, manage the running of the Museum and Art Gallery

You will be part of a small team of three staff who contribute to the daily running and development of the Museum, supported by an established board of trustees who will be available to offer strategic advice and support where needed.

The role will require working weekends and some evenings.

Tenby Museum and Art Gallery was established in 1848 and looks through its collections to lead in Pembrokeshire in creating an awareness of the social and cultural history of the area, involving Tenby people and surrounding communities in its relevance today and for the future.

Over the next five years the Trustees are aiming to start a journey to radically transform the existing building and displays into an iconic, resilient resource at the heart of Tenby, with collections of national importance displayed in an innovative building.

We are looking for:-

- A person who is keen to develop and manage volunteer programmes.
- A person with good clerical, organisational and administrative skills
- A personable individual to engage with all individuals involved with the museum, including visitors.
- A person with some knowledge of, and interest in, the cultural sector and willing to learn and develop knowledge of museum administration
- Knowledge of the Welsh language would be an advantage.

Applications, with a CV attached, are invited by email by 15th March 2019

Shortlisted candidates must be available for interviews on 28th March 2019

Any queries should be addressed by email to the Trustees, Tenby Museum and Art Gallery
info@tenbymuseum.org.uk