

## Important Information about the Job



<b>Job Title</b>	Exhibitions and Programme Assistant
<b>Salary</b>	£23557 per annum (pro rata for part-time hours)
<b>Location</b>	Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Somerset, TA2 6SF  There will be frequent working away from the main office base at other sites managed by the Trust
<b>Hours of Work</b>	The working week is 22.2 hours Monday to Friday. The post will include occasional weekend and evening work. The pattern of work will be in agreement with the line manager.
<b>Contract</b>	Permanent contract (22.2 hours per week)
<b>Probationary Period</b>	The appointment will be subject to a probationary period of six months.
<b>Leave</b>	The annual leave entitlement for this position is 23 days per year (pro rata for part-time hours). Public holidays are additional to the annual leave entitlement.
<b>Notice Period</b>	During the probationary period, the notice required is one week. Following completion of the probationary period, the notice required is three months from either the employee or the Trust.
<b>Disclosure and Barring Service Check</b>	A Disclosure and Barring Service (DBS) check may be required for this position.

## Job Description

<b>Job Title</b>	Exhibitions and Programme Assistant
<b>Reports To</b>	Exhibitions and Programme Manager
<b>Responsible For</b>	The post is not responsible for staff management.
<b>Team</b>	Somerset Museums Service
<b>Job Purpose</b>	<p>To support the development and delivery of the South West Heritage Trust's ambitious programme of temporary exhibitions and public programming. Exhibitions are held at three museum sites and public programme activities take place across locations in Somerset and Devon.</p> <p>You will be responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting in the development and delivery of exhibitions as well as the wider Trust public programme of events, activities, workshops and talks.</li> <li>• Supporting the effective management of financial resources in collaboration with the Trust's Finance Team.</li> <li>• Contributing to the development of our knowledge about audiences and potential audiences, making the fullest use of feedback and targeted data collection.</li> </ul>
<b>Working Relationships</b>	<p><b>Internal:</b> you will work with staff, trustees and volunteers throughout the Trust.</p> <p><b>External:</b> you will work with a broad range of stakeholders and community groups and with supporters and the general public.</p>
<b>Additional Information</b>	<p>Occasional evening and weekend work will be required for which time off in lieu may be given.</p> <p>You will need access to an independent means of transport. The postholder will be required to travel on a regular basis to the different sites managed by the Trust and to attend meetings with partners.</p>

## Key Responsibilities and Tasks

1. Provide administrative support to the Trust Public Programme and Exhibitions team in order to facilitate the development, management and delivery of an ambitious programme of Trust-wide activity and temporary exhibitions.
2. Support the development of a forward plan for the Trust public programme. Work with colleagues to ensure the programme make the greatest impact with target audiences.

3. Support the successful management of financial resources linked to temporary exhibitions and the public programme.
4. Contribute to the development of gallery interpretation, including text editing, and the commissioning and creation of films and other resources.
5. Engage positively with the development of online methods of communication, including social media, to help the South West Heritage Trust fulfil its ambitions of creating a strong digital destination through its website.
6. Contribute to the collection and use of audience data to support the reporting responsibilities of the Trust in respect of its legal agreements and contracts.
7. Work closely with colleagues from the Learning Team to support the creation of formal and informal learning opportunities in relation to the Trust's programme of exhibitions and events.
8. Follow and comply with all policies and procedures of the Trust, including the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees and others engaging with the Trust.
9. Uphold the working values and expectations of the South West Heritage Trust.
10. Carry out other duties relevant to your post as reasonably required by your line manager.

<b>PERSON SPECIFICATION</b>		
To succeed in this role you will need to demonstrate:		
	<b><i>Essentials</i></b>	<b><i>Desirables</i></b>
<b>Qualifications</b>	Educated to degree level in a relevant discipline, or relevant equivalent experience.	Relevant CPD training.
<b>Experience</b>	<p>Experience of working in a fast-moving, dynamic environment with multi-disciplinary teams and with competing priorities.</p> <p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>- Events management</li> <li>- Administration</li> <li>- Cultural/heritage events and activities</li> <li>- Visitor-attraction marketing</li> </ul> <p>Collaborative working with external organisations, customers and stakeholders.</p> <p>Experience of financial management.</p>	
<b>Skills/Knowledge</b>	<p>Strong written and verbal communications skills.</p> <p>Accurate and accomplished administrative skills.</p> <p>Excellent MS Office skills, particularly with Excel and Word.</p>	An awareness of the cultural and heritage sector locally and nationally.
<b>Attributes</b>	<p>Organised and focused with excellent attention to detail.</p> <p>An ability to work to deadlines and manage time and resources effectively.</p> <p>A willingness to go the extra mile to achieve excellent outcomes.</p>	