

Job Specification

Post: Museum Assistant - SRPS

Purpose: To enable public access to the collection in the Society's Museum of Scottish Railways at Bo'ness

Reporting to: Museum Director

Salary: £8.50 per hour

Hours: Seasonal Part time, 28 hours 45 minutes per week Friday to Tuesday 10.50am to 4.35 pm with one week each month working Monday to Friday or would consider job share option

Location: Museum of Scottish Railways, Bo'ness Station, Union Street. Bo'ness

Key Responsibilities

- To help provide public access to the collections
- To open and close the museum buildings
- To ensure the security of the collection housed within the museum
- To work with volunteers working in the museum
- To ensure that the visitor facilities are maintained at high standards
- To assist with cleaning of exhibition cases and display boards
- To assist with cataloguing the collection as directed by the museum director
- To assist with other tasks in the museum as required by the museum director

Qualifications and Experience

Essential

- Excellent communication skills
- Strong understanding of the basics of customer care
- Interest in working in a museum environment
- Flexible, confident approach with the ability to work independently or as part of a team
- Understanding of security issues
- Competent in cash handling
- Confidence in the use of basic computer databases

Desirable

- Interest in Scottish Railway History
- Experience of working with volunteers

Closing date for this position is Friday 1st March with interviews to be held w/c 4th March 2019. Applications should include a CV and covering letter with your reasons for applying.

Completed applications should be emailed to museum@srps.org.uk or sent to Scottish Railway Preservation Society, 17-19 North Street, Bo'ness, West Lothian, EH51 0AQ