

Duty Manager– Powell-Cotton Museum, Quex House and Gardens

Job Title	Duty Manager
Responsible to	Museum Officer
Responsible for	Not applicable
Remuneration	£10.50 per hour.
Hours	Variable Minimum of 24 hours per month worked: Feb-Oct alternate weekends Nov-Jan flexible weekdays and occasional weekends Will include some Bank Holidays
Location	Powell-Cotton Museum, Quex House and Gardens, Quex Park, Birchington, Kent. CT7 0BH
Contract	Permanent, 24 hrs per month

An exciting opportunity has arisen for a Duty Manager to join us at the Powell-Cotton Museum in Birchington. As a Duty Manager you will be joining us on a journey of transformational change both in our buildings and our activities. This will include assisting the delivery of our events and educational program both on and off-site, promotional activity such as leafleting and ambassadorship in the community, as well as leading a team to deliver an excellent visitor experience. The role includes keyholder, financial, security and H&S responsibilities. We recognise the unique value and experience that each member of our museum team brings and have a real commitment to equity. In this general role there are many possibilities and opportunities.

We are looking for a person who has strong communication and interpersonal skills and the confidence to talk to a wide variety of people in a positive and engaging way. You will be adaptable and will be able to lead a team as part of day-to-day activities, projects or events. Experience in operating and problem-solving a till system and handling cash is essential. You will have the confidence to encourage and praise your colleagues, inspiring them to provide a great visitor experience. Your actions and behaviours will inspire trust and ambition in your team. Enthusiasm to get stuck in, and to learn new skills is welcomed.

Training: A training plan will be agreed with your line manager.

Start/end date: This role is permanent and starting week commencing 16th January. A six-month probationary review period applies for all new staff.

Closing Date for Application: Midnight Sunday 4th December 2022.

Interview Dates: Monday 12th or Tuesday 13th December 2022.

Interview type: Walk and talk, practical assessment

Interview expenses will be paid.

How to Apply: Download a job pack from <https://powell-cottonmuseum.org/support-us/work-with-us/>

If you are unable to download a job pack, please email enquiries@powell-cottonmuseum.org to request a copy. Please note that our offices are closed from 24th December to 4th January so there may be a delay in our response if you email during this time.

CVs will not be accepted.

Please return the completed application form to enquiries@powell-cottonmuseum.org or post to Director, Powell-Cotton Museum, Quex Park, Birchington-on-Sea, Kent, CT7 0BH

For an informal discussion concerning this post contact Becky Castle, Museum Officer.
Email: rebecca.castle@powell-cottonmuseum.org or tel 01843 842168. Ext 837