

Museum Manager

The Folk and Costume Museum, Saumarez Park

Description of Employment

Overview

National Trust of Guernsey seeks a Museum Manager for the Folk and Costume Museum at Saumarez Park, aiming to maximise the potential of this property and the preservation of its artefacts, for the enjoyment of visitors.

Appreciation of Guernsey's social history plus a natural drive to educate and share enthusiasm of the same, is a key requirement.

Skills required

Organisational:

- manage the museum's annual calendar including staff availability
- establish events to promote Visit Guernsey's annual Heritage Festival, Island heritage-interest groups, education, environmental partnerships and special interest groups such as costume, textile, agricultural and historic Island trades.
- establish events specific to National Trust of Guernsey, for its Members and the public to enjoy at the Folk and Costume Museum and Courtyard.
- maintain the appearance of the museum and courtyard and protection of its assets.
- enjoy planning ahead

Communication:

- efficient response to emails and phone calls
- keenness to meet people and establish new contacts, near and far
- meet/greet small-group tours and, after adequate familiarisation with the property, offer private tours of the property, its history and artefacts
- fulfil a regular but small annual programme of local primary school visits to the museum and courtyard
- adept use of Smart-phone technology to share photographs and news
- establish, maintain and monitor Folk and Costume Museum social media account
- maintain Folk and Costume Google Business Page and Visitor Reviews
- liaise with NTG Estate Manager and Co-ordinator and Honorary PR
- establish a productive working-relationship with all staff and volunteers at NTG properties
- Attend quarterly Council Meetings
- Submit monthly reports for Council
- Submit bi-annual copy and photographs for NTG Members Newsletter

Flexibility and resourcefulness:

The ability to adapt to unforeseen circumstances, with a positive mental attitude, in the best interests of the Trust and its employees/volunteers.

Hours:

On balance: 35 hours per week, per annum.

Please note: the Museum is closed from November until mid-April.

35 hours per week, throughout the year, takes account of essential off-peak preparation and pre-season administration that is needed between January and April each year. Administration at this time, will be museum-based and internet home-based. We rely on the employee to be effective with hours worked during this off-peak period, for best preparation for the forthcoming season.

The peak period of May – September may require +35 hours per week, thus the balance is calculated at 35 hours per week, per annum.

Some help with the preparation of The Museum Christmas Shop and a Christmas Courtyard Market is needed from mid-November until mid-December.

Holiday:

Six weeks annual holiday – ideally arranged outside of peak period May – August. With forward planning, arrangements can be made for cover. Bank holidays should be considered a special opportunity to host Events at The Folk Museum.

Holiday arrangements already made for 2019 will be accepted.

What you'll love about working with National Trust of Guernsey

If you love social history and meeting people, you will meet like-minded people and make friends for life.

All of our properties and places are beautiful. You'll be working in unique heritage places where quite often, the sound of nature is the loudest sound.

You will be supported by a loyal team of Volunteers who will jump in and help when needed.

National Trust of Guernsey work as a team on Island and also with National Trust for Jersey, International National Trusts Organisation and National Trust England, Wales and Northern Ireland.

We are able to make the most of these special relationships, to exchanging best practice to being able to offer valuable insights into the workings of other heritage organisations.

Heritage, whether a habit or hobby, is increasingly supported the world over.

With this position, National Trust of Guernsey can provide an important stepping stone towards personal fulfilment, together with joining a world-wide family of contacts and opportunities.

National Trust of Guernsey
January 2019