

Brighton Toy and Model Museum Deputy Museum Manager

Introduction

Brighton Toy and Model Museum celebrated its 25th year of continuous operation in 2016. It is a fully accredited museum and home to a world class collection of vintage toys and models. As one of Brighton's favourite tourist attractions it attracts visitors from not only the UK but also across the world. It is conveniently situated in Trafalgar Street beneath Brighton Railway Station.

The museum has a small full time managerial team but is staffed largely by volunteers. To coordinate and train our volunteers we are now seeking a deputy museum manager. The post has responsibility for front of house management and representing the public face of the museum. The role will support and report to the museum manager and will provide support as required the museum director.

Candidates should be well motivated flexible, pragmatic, creative and a self-starter with a genuine interest in offering outstanding customer service and working in a heritage or museum environment. This is an exciting opportunity for the right person to take on an interesting and varied position within the museum sector

Job Specification

Post:	Deputy Museum Manager
Purpose:	To manage the volunteer workforce, organise museum events and be the representative of the museum at relevant industry meetings. To deputise for and support the Museum Manager
Reports to:	Museum Manager
Salary:	£16-19k depending on experience
Hours:	Full time, based on a 35 hour week
Location:	52 – 55 Trafalgar Street, Brighton

Key Tasks

- Recruit, train and manage the museum volunteer and intern workforce and ensure adequate numbers of staff in the museum each day and that their performance is up to required standard
- Ensure that the public facing aspects of the museum leave customers enthusing about their visit.
- Organise events to promote and raise the profile of the museum
- Liaise with museum and heritage groups to ensure the museum is well represented with the close-knit heritage sector and involved with current local and national projects.
- Ensure the gift shop is adequately stocked and that suppliers are reviewed regularly
- Provide admin support for the Museum Manager and Director
- Undertake any other reasonable tasks that the job holder can perform

Qualifications and Experience

Essential

1. Good inter-personal skills
2. Experience of working with volunteers
3. Excellent administrative ability
4. Demonstrable experience of dealing with customers
5. Strong communication skills, both written and verbal
6. Demonstrable level of ICT knowledge, including Excel and Word
7. High standard of written and spoken English
8. Ability to think creatively to solve problems.
9. Excellent attention to detail
10. Flexible, confident approach with the ability to work independently or as part of a team
11. Relevant qualifications or experience

Desirable

1. A second language
2. Access to a vehicle and a full UK driving licence
3. A genuine interest in vintage toys and models of a bygone era

Status:

A Permanent Full Time position

Working hours: Tuesday to Saturday 9.30am to 5.30pm

Some attendance outside of these hours may be required to cover special events within the museum

Salary: £16,000 - £19,000 depending on experience

Applications should include a CV supported by a statement of interest and suitability for the position.

Application should be emailed to info@brightontoymuseum.co.uk Closing date for this position is 28th February 2017.

Further Information about the museum can be found on our website

www.brightontoymuseum.co.uk