Job Description

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| **Job Title:** Museum Development Yorkshire Intern**Reporting to:** Head of Museum Development Yorkshire**Salary Range:** YMT Scale 2, SCP12-13, £16,881 – 17,498 per annum, pro rata**Location:** York, with occasional regional and national travel**Contract:** Temporary part time – until end of March 2020 at 22.2 hours (3 days, worked flexibly) per week  |
| Main Purpose of the JobTo support the delivery of the Museum Development Yorkshire programme through the provision of administrative, logistical and communications assistance. |
| Core Responsibilities |
| * Administrative support for the development and delivery of the regional programme
* Event management, co-ordination and hosting of training programme, including venue and speaker catering bookings; managing attendees; creation of copy for marketing, etc.
* Maintain an online presence including regular updating of website and twitter accounts so that museums and stakeholders are aware of the quality and range of the work of Museum Development Yorkshire
* Assist in development of high quality resources and support materials for Museum Development Yorkshire
* Maintain procedural notes for all MDY activities to enable succession planning and operational continuity
* Develop knowledge and understanding of key museum management, education and collections skills, as well as the regional museum community, so that the post-holder is equipped to support the work of Museum Development Yorkshire and to apply for work within the museum or cultural sector
* Ensure tasks are completed to deadlines, prioritising were necessary to provide Museum Development Yorkshire with accurate, timely and efficient support
* Demonstrate discretion and a professional attitude when handling sensitive information to maintain corporate and professional standards

**Other*** You may from time to time be required to undertake such other duties of a similar nature which fall within the job purpose outlined above and which are consistent with the grading of the post
* You may be required to travel regionally or nationally to ensure effective programme delivery
* You will be expected to occasionally work evenings or weekends to best support regional museums
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| **Key Relationships**Museum Development OfficersRegional Accreditation AdviserProject Consultants**Contact with**York Museum Trust’s Marketing and Communications teamWider York Museum Trust teamsRegional museums |
| **Knowledge/ Skills/ Experience****Essential** * Expectation and willingness to develop professionally, an ambition to work and demonstrable interest in the museum and cultural sector
* Experience of working or volunteering in museums or galleries
* Experience of co-ordinating events and meetings
* Working in a public facing role requiring effective communication (oral and written)
* Personally resilient, able to manage workloads and be responsive to a range of working styles
* Tactful and diplomatic,
* High attention to detail and evidence of good standard of numeracy and literacy
* Self-motivated and a self-starter, able to work on own initiative
* Flexible approach to work and working hours, including evening and weekend hours.
* Ability and willingness to meet transport requirements, including regional and national travel
* Commitment to equality and diversity and understanding how it applies to the role
* YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:
	+ Digital recording – e.g. photography, sound, video
	+ Social networking – e.g. twitter, facebook
	+ Contributing to online communities – e.g. linkedin
	+ Blogging or other online publishing – e.g. wordpress, tumblr

**Desirable*** Knowledge of national or regional museum issues
* Experience of working with volunteers
* Project administration experience
* Use of social media and website Content Management Systems
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**Museum Development Yorkshire Intern**

**Terms and conditions of service**

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Probationary period

Appointments are subject to the successful completion of a six month probationary period.

Reporting line

This post reports to the Museum Development Manager

Salary

The salary for the post is YMT Scale 2, SCP12-13, £16,881-£17,498 per annum, pro rata, (actual salary £10,128.60 - £10,498.80 for 22.2 hours).

Annual leave

The annual leave entitlement is 25 days per annum increasing by five days after five years continuous service with the Trust, plus public holidays, pro rata.

Pension

The Trust is an admitted body to the Local Government Pension Scheme and new employees will be enrolled where the contract is for longer than 3 months. It is possible to opt out of the scheme using forms at www.nypf.org.uk.

Hours of work

The hours of work are 22.2 per week (worked over three days Monday to Friday -we can be flexible over which days are worked).

Period of notice

The period of written notice required for you to terminate this post is 1 month. The Trust will give you 1 months’ notice.