

JOB VACANCY

REME Museum

Building 311, MOD Lyneham

Calne Road, Lyneham, Wiltshire, SN15 4XX

For more information please contact: Claire Harris on 01249-894869 or email enquiries@rememuseum.org.uk

How to apply: Send CV and covering letter to the address above or email to enquiries@rememuseum.org.uk

Closing date: Wednesday 29th July 2020

Interview date: 5th & 6th August 2020

REME Museum Front of House Assistant

Job Outline

The award winning REME Museum is looking for a Front of House Assistant to join our team. The role involves delivering a positive and visitor focused service. See the Key Responsibilities below for further details.

This is a part time position working on a **two week** rota:

Week one: Monday, Saturday & Sunday

Week two: Tuesday, Wednesday, Thursday & Friday.

Key Responsibilities

- To welcome visitors, process ticket sales and shop sales
- To be the first point of contact for visitors, enquiries by phone and email and taking bookings for events and schools
- To carry out stock checks and stock takes
- To maintain the appearance of the Front of House area
- To undertake building administration such as fault reporting and ordering stationary

Desirable Knowledge and Skills

- Experience of working Front of House or in Customer Care
- Good communication and interpersonal skills
- Computer literate
- Eye for detail
- Ability to work efficiently, accurately and under pressure
- Experience of working in a heritage environment is desirable but not essential

Terms and Conditions

- Hours – Mondays, Saturdays & Sunday 9am to 5pm
- Hours – Tuesday, Wednesday, Thursday and Friday 10am to 3pm
- Average 85 hours per month. Additional hours to cover staff holidays, and major events available
- Salary – £8.72 per hour if 25 and over £8.20 if 21-24 years old.
- Holiday – 25 days plus Bank holidays pro rata
- Pension – NEST (Government approved scheme) wef 1 April 2014