



Job Description

Post:	Beckford's Tower Administrator
Terms:	Part-time 2 days a week (additional hours may also be available at weekends during the museum season of March to late October) Annual salary of £5,970 (Full time equivalent salary of £14,924 based on rate of £8.20/hour) with paid holiday. This role will be offered on a seasonal fixed term contract in the first instance from March to December 2017
Reporting to:	Beckford's Tower Curator
Responsible for:	Beckford's Tower Volunteers, Weekend Administrators
Purpose of role:	To assist Beckford's Tower Curator with opening the Tower to the public, managing the volunteer guides, undertaking administrative tasks including wedding bookings and overseeing general museum maintenance.

Background

Beckford's Tower was completed in 1827 for William Beckford (1760-1844), one of the nation's most accomplished and interesting characters. The 120-foot neo-classical Tower, which enjoys uninterrupted views of the countryside, was constructed as a study retreat and to house Beckford's precious collection of art and rare books.

The Tower is now home to a museum collection displaying furniture originally made for the Tower, alongside paintings, prints and objects illustrating William Beckford's life as a writer, collector and patron of the arts.

The Tower is currently open to the public between March and the end of October on Saturdays, Sundays and Bank Holiday Mondays from 10.30am to 5pm.

This role is usually based in the Beckford's Tower office at the Museum of Bath Architecture.

The main activities are described below. In addition, the post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post.

Volunteer management:

- Manage the volunteer/weekend administrator rota.
- Recruit, train and manage the volunteers

Administration:

- Answer enquires from the public and filter these to Beckford's Tower Curator when necessary.

- Administer group bookings, guided tours, and lecture bookings.
- Collect and input weekly museum takings, prepare money for banking and prepare monthly admissions reports.
- Process invoices and prepare schedule of payments
- During closed winter period assist with annual conservation cleaning and stock take.
- Oversee Tower cleaning.
- Administer, attend and minute regular Beckford Tower Trust Advisory Committee meetings
- To act as an emergency key holder if required/feasible

Weddings:

- Undertake all aspects of the administration of wedding ceremonies held at Beckford's Tower including; answering enquiries, taking bookings, arranging viewings of the Tower, liaise with the couples, arranging chair hire, ensuring room is set up for ceremonies and liaise with external wedding planner when necessary.

Visitor Services:

- To be a key holder and to unlock/open and close/lockup museum during the season as required when there is a shortfall of volunteers as determined by the volunteer rota or arrange for ad hoc weekend administrator cover as required (within budget constraints).
- To ensure the shop and all other areas of the Tower are ready for visitors.
- To arrange and be present during regular maintenance of services (e.g. security alarm testing).
- To develop special group visits and guided tours.
- To cover occasional extended opening-up periods, for example evening tours.
- To be aware of health and safety issues as they affect the visitors and staff and be responsible for the security of visitors and staff at the Tower.

Skills, experience and knowledge

Essential:

Experience of working with volunteers or as a volunteer

Experience of working with the public

Enthusiasm for history

Trustworthy

Numerate

Computer skills

Highly desirable:

Experience of managing volunteers

Experience of working within historic houses / museums

Applications:

All applications must be made on the BPT application form (available from www.bath-preservation-trust.org.uk/get-involved/vacancies) and emailed to admin@bptrust.org.uk by **12pm on Wednesday 1 March 2017**. Interviews are expected to be held on Tuesday 7 March 2017.