## Visitor Services Personnel - Role Overview.docx.pdf

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## Visitor Services Personnel (Seasonal, part time)

We are seeking two individuals with heritage and local area knowledge for a job-share post starting on the 1<sup>st</sup> April 2017 and ending on the 29<sup>th</sup> October 2017. The hours of work will be variable over six days - ideally three days for each individual. However, a certain amount of flexibility is possible and the hours will be between 12 and 24 hours per week in high season (6 hours per day) and between 8 and 16 hours per week in low season (4 hours per day), to include weekends and Bank Holiday Mondays on a rota basis.

Key areas of focus include opening and closing the museum at the advertised times (shown on the website), delivering a service to museum visitors and tourists, accepting museum entrance fees, handling the museum shop sales and recording financial transactions accurately.

Deadline for applications is by 12 noon on Tuesday 14<sup>th</sup> February 2017.