

**ULLAPOOL MUSEUM
PART TIME MUSEUM ADMINISTRATOR 2018**

General responsibility for administrative support to ensure the smooth running of the Museum, being proactive and taking responsibility for finding solutions.

KEY DUTIES

Day-to-day **office duties and business functions**

Manage the **museum admin and management diary** and ensure its communication with Board members and volunteers

Assist the Board of Trustees and Outreach & Development Manager with Regional & National Partnerships (including: MGS, Highlife Highland, Highland Council Service Level Agreement, HIE, funding bodies) – eg statistics, visitor numbers, accreditation recording and reporting

Financial Administration (including budget monitoring, grant applications & income generation)

Enquiries Responsibility for answering or passing on and coordinating museum enquiries to the appropriate person.

Supporting Museum staff and volunteers where appropriate and within manageable means e.g. shop and genealogy record keeping, using museum IT

Museum **conservation monitoring** in museum and store – weekly

Reception cover during the season April – October according to rota

Assist with managing **project finances** in liaison with museum curator

Working with the Board on the management of the **museum's website**

Responsibility for the museum **membership records** and renewals systems

Monitor museum IT systems for faults and report for action as appropriate

(Specific details of particular tasks are outlined in museum office documents and through induction)

SUMMARY OF TERMS & CONDITIONS

Salary

£12350 per annum / £9.50 per hr

Hours of work:

25 per week over 5 days

Holidays

Are offered in line with the statutory minimum entitlement of 5.6 weeks per annum. Holidays will be calculated on a pro-rata basis according to hours worked.

Pension

Will be offered to qualifying employees in line with the museum's auto enrolment obligations.