

The Ragged School Museum – Museum Assistant

April 2019



Background

The Ragged School Museum is an independent charity which opened to the public in 1990. Our four grade II listed warehouses on the Regent's Canal were converted by Dr Barnardo in 1877 to be London's largest Ragged School. The Museum today operates a lively education programme, giving visitors an insight into the lives of the poor children who attended the school. During the school holidays the museum offers a busy and lively programme of free family learning activities, often using the history of building as inspiration.

The Role

We require a Museum Assistant to help out with the running of our activities on Wednesdays and Thursdays from 9:45am -5.30pm during the school holidays. As a Museum Assistant you will:

- Assist the Learning Officers in the day to day running of the museum during opening hours
- Welcome visitors to the museum and actively encourage them to take part in the activities on offer
- Supervise activity tables and assist younger visitors with their crafts
- Monitor activity resources and visitor numbers
- Assist the Learning Officers in the supervision of the museum's volunteers, including managing the day's timetable
- Provide assistance in the museum shop and café, including serving customers and handling money
- Help to clear away activities and tidy the museum's galleries and art room
- Work in collaboration with our present Museum Assistant, museum staff and volunteers

In return you will:

- Be given an induction and introductory tour of the museum
- Gain experience of visitor services and family education in a heritage/museum environment
- Work in a unique, atmospheric and historically significant building

You will have:

- **An interest in heritage/museums**
- **Experience working with children or family groups**
- **Good spoken and written English**
- **Friendly, engaging and reliable**
- **An ability to use initiative and work independently**
- **An ability to commit to Wednesdays and Thursdays during all school holidays, excluding the Christmas period**

The museum welcomes a number of visitors whose first language is not English, particularly from the local Bangladeshi community. It is therefore desirable that applicants have some knowledge of Bengali/Sylheti.

Application

For more information about this role, or to apply, please email our Learning Officer, Nicola Hurt at nicola@raggedschoolmuseum.org.uk. You can telephone the museum on 0208 980 6405. Please include with your application a copy of a recent CV and a cover letter demonstrating why you are suitable for this role.

The closing date for applications is **5pm on Tuesday 14th May 2019**. Interviews will be held on Tuesday 21st May 2019.

Alternatively, post your application to:

Nicola Hurt
Ragged School Museum Trust
46-50 Copperfield Road
London
E3 4RR