

Museum of Brands, Packaging and Advertising

We are recruiting for unpaid roles only at the current time. Any future paid roles will be advertised on this website.

Please submit CVs and brief covering email to augustin@museumofbrands.com

Voluntary Museum Assistant role description

We are looking for enthusiastic, organised and committed people to support the Museum in providing our visitors with excellent service and a memorable experience.

Duties

- To be the first point of contact with visitors, including providing information and taking payments.
- To provide information on opening times, access and location.
- To provide excellent customer service face to face and over the telephone.
- To gather and process detailed visitor information.
- To assist in research, building contact databases and marketing campaigns.
- To sell museum merchandise and take payments.
- To make tea and coffee and maintain the café area.
- To maintain stock levels throughout, including placing orders for stock.

Skills and experience

- Good organisation and interpersonal skills, and an interest in working with the public.
- The ability to work as part of a small team.
- Proficient in Microsoft Word, Excel and Outlook.
- Excellent numeracy skills.
- Experience in using electronic tills and credit card processing equipment.
- An interest in social history, marketing, advertising, brands, visual arts, design or museum / arts management.

We will offer

- Induction and ongoing training as required.
- Re-imbursment of travel expenses up to £5.
- A role with considerable responsibility.
- Diverse tasks – we will aim to set appropriate work when helpful to the museum, e.g. exhibition research for museum studies students.
- A reference and/or letter of recommendation and assistance with entering this role on your C.V.
- Where appropriate we may pass on contacts and job opportunities.
- A sociable working environment!