**PORTLAND MUSEUM TRUST**

**MUSEUM ADMINISTRATOR**

**Job Description**

Portland Museum Trust is looking for an enthusiastic and highly motivated individual with exceptional organisational and IT skills, to co-ordinate the work of the Museum volunteers and manage a wide range of day to day operational and administrative activities that support the Museum's function as a popular heritage attraction with the opportunity to bring ideas to the process of developing the Museum's potential by working closely with the Trustees, advisers and the volunteers but essentially using your own initiative in carrying out the following activities:-

The recruitment, training and management (including regular reviews) of volunteers to ensure that Portland Museum is adequately staffed for both ‘front and back of house’ activities throughout the year.

To undertake a range of operational and administrative activities that support Portland Museum’s ability to remain a popular, accredited and financially self-sufficient museum, to include but not exclusively: -

* Checking and responding to calls and emails.
* Keeping the museum website, Facebook, Twitter and other social media updated.
* Managing petty cash payments and keeping appropriate records.
* Delivering a museum report (approximately 6 a year) to the Trustees.
* Writing a short article for the Free Portland News every month, giving information about the Museum and its current activities.
* Checking for any maintenance jobs within the museum and garden that need attention and ensuring that the Trustees and appropriate members of the volunteer workforce have been notified and action taken.
* Coordinating and recording the regular inspection and testing of the fire, safety and security systems and overseeing regular fire drills for volunteers
* Overseeing the ongoing transfer and updating of the Museum Collection from our Accession Register and associated spreadsheets to our computerised database ‘Modes’ (training will be given if necessary).

It is anticipated that the person appointed will also help and support the volunteers who carry out the following specific roles:

* fundraising events within the museum (approx. four/year)
* the shop operation, including the review and purchase of stock.
* delivery of activities for educational visits.