



GORDON
RUSSELL
DESIGN
MUSEUM

Museum Administrator

Background

The museum explores the life and work of Sir Gordon Russell and his company, providing a fascinating insight into twentieth century furniture design.

Housed in one of the original Grade II listed workshops in Broadway, Worcestershire, the displays span Arts and Crafts cabinetmaking, the 1930s Modernist home, the wartime Utility Scheme, the Festival of Britain and the 1980s office, accompanied by a changing programme of exhibitions and events. The museum shop brings the story up to the present day, showcasing the work of contemporary designer-makers.

The aim of the museum is not only to celebrate the company's extraordinary achievements and influence, but also - through the exhibitions and events programme, education programme and support for young furniture designers - to inspire the next generation and to continue Gordon Russell's legacy as a champion of design education.

Role

The Museum Administrator plays a vital role in supporting the museum's operations including working closely with the volunteer team to ensure an exceptional visitor experience. This is an exciting opportunity to help shape the future of the museum, supporting the Museum Operations Manager in the delivery of a vibrant welcoming museum, and some support of exhibitions, events, marketing and retail.

Accountability

The Museum Administrator is line managed by Trustee, Erica Wolfe-Murray.

Key relationships include: Museum Operations Manager, Treasurer, Board of Trustees, and Volunteers.

Main duties and responsibilities

Volunteers & Friends

- Responsibility for the recruitment of new volunteers
- Overseeing and supporting the volunteer team, coordinating the rota, and maintaining a secure database of volunteer contact details
- Working closely with the Volunteer Facilitator

- Undertaking volunteer duties if slots remain empty (within agreed working hours)
- Providing and coordinating relevant training for both new and existing volunteers (together with the Museum Operations Manager)
- Assessing volunteer skills and capabilities to advise the team on volunteer suitability for roles
- Supporting the organisation of volunteer training days and social events
- Being on call to support volunteers as needed
- Assisting with the administrative support of the Friends membership and recruitment

Group visits and outside talks

- Researching, promoting and marketing group visits to the Museum
- Coordinating group bookings, including booking tour guides, and outside talks
Coordinating school bookings
 1. The role also covers but to a lesser extent:

Marketing

- Assisting in the marketing and promotion of the museum volunteer recruitment programme through press, advertising, website, mailing lists and social media

Shop

- Assisting with re-ordering and re-stocking museum shop items, including product coding
- Dispatching online orders
- Assisting with the annual stock take

Finance

- Managing banking of donations
- Submitting Gift Aid forms to the relevant trustee.

Office support

- Working as part of a small team, you will contribute to maintaining high health and safety standards.
- Providing administrative support to the Operations Manager
- Ordering office and catering supplies
- Conducting weekly alarm tests and overseeing regular maintenance checks of the building in consultation with the nominated operations volunteer

The Museum Administrator may be required to undertake other duties which may be reasonably requested by the Operations Manager and which are compatible with the overall scope and authority of the role.

Person Specification

Essential

- Ability to work as part of a team, developing and maintaining effective working relations with a broad range of people and contributing to a welcoming environment for both volunteers and visitors
- Self-motivated with the ability to work independently
- Experience in the supervision of staff or volunteers
- Experience in a customer facing role
- Numerate with excellent written and verbal communication skills
- Excellent organisational and administrative skills, including the ability to prioritise, work effectively under pressure, to tight deadlines and with attention to detail
- Flexible approach
- IT skills including a working knowledge of email and word processing (NB we use the Apple iOS system – if you are not familiar with this – training will be given.)
- Experience of using social media

Desirable

- Experience of working in a museum or gallery
- IT skills including a working knowledge of Xero, Zettle, Excel, Monday.com, Wordpress and Mailchimp – however training will be available
- Promotion, marketing or sales experience
- Social media

Salary and Terms

Working Hours: This role is flexible provided the duties and responsibilities are carried out to the full.

We anticipate the successful applicant is likely to work 20 hours per week. These can be split across four or five days. Ideally we would like the role to cover 11am-4pm, but we are prepared to discuss this with the successful candidate. However if the role requires Monday working on occasions in order to fulfil the duties, this operational flexibility will be required.

The format of when the hours are worked will be agreed with the successful applicant.

Please note: A DBS check may be required.

We believe this role could suit someone who wants to contribute to the Museum's success in their retirement, someone who has school age children but is looking to become part of a happy team. Or perhaps you currently work from home, but would welcome working in a different environment for a few hours each day.

Salary: £12.00 per hour x 20 hours per week

Contract:

The role is a permanent role within the Museum.

Location: Gordon Russell Design Museum, 15 Russell Square, Broadway, Worcestershire, WR12 7AP

Pension: A NEST contributory pension scheme is provided.

Probation: All appointments are subject to employment and character references. There is a probationary period of 2 months for this role.

Annual leave: The Museum offers 20 days annual leave pro rata.

Discretionary benefits

10% staff discount in the museum shop

Free tickets to talks

Free membership of the Friends of Gordon Russell Design Museum, which includes exclusive access to a range of events and off site visits throughout the year.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 3 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

How to apply

Please complete the application form and return to manager@gordonrusselldesignmuseum.org; or to Gordon Russell Design Museum, 15 Russell Square, Broadway, WR12 7AP.

If you need an application form in an alternative format please contact us on 01386 645695 or by email: manager@gordonrusselldesignmuseum.org

Closing date for receipt of applications is Sunday 4th February 2024, 8pm

Interviews will be held on the 8th February 2024