

PANACEA CHARITABLE TRUST

Museum Assistant (temporary)

About the Panacea Museum

The Panacea Museum tells the story of the Panacea Society – a religious community formed in Bedford in the early twentieth century.

The Museum operates seasonal opening hours: February, March, October and November 10am to 4pm; April to September 11am to 5pm.

Job Description and Person Specification

The charity is seeking a suitable person to work front of house in its museum during its high season (April-September), providing all visitors with a warm welcome.

Contract type:	6 month fixed-term contract, April to September 2025
Reports to:	Museum Director
Day to day supervision:	Museum Officers on duty (“duty managers”)
Rate of pay:	£ 12.50 per hour
Hours:	Working three of the four open days – Thursday, Friday, Saturday and Sunday according to the staffing rota, with a minimum of 15 hours per week. Additional hours, days, and variations in the start and finish times may arise, according to the needs of the Museum.

You will be entitled to take a 30-minute paid break per day.

There is a three-month probationary period.

A period of four weeks’ notice is required should you wish to end your contract with the charity.

Annual leave entitlement is calculated pro-rata to 33 days inclusive of bank holidays (circa 8 days)

Primary Duties

To provide a welcoming experience for all visitors to the Panacea Museum.

To support to the Museum Officers in respect of visitors to the Panacea Museum according to the policies and procedures approved by the Panacea Charitable Trust. This includes but is not limited to:

- Ensuring high standards of visitor welcome and care
- Working cooperatively alongside other staff and volunteers in our historic buildings and gardens across the whole museum site including the tea room
- Invigilating Museum Displays
- Recording information according to procedures e.g. visitor data, retail sales

Secondary Duties

To provide support across other museum related tasks; this may include but is not limited to:

- Assisting with activities e.g. tidying and preparing them for visitor use
- Assisting with tours or other events including set up and tidy up
- Assisting with museum activities such as trails and information
- Upholding high standards of cleanliness
- Attending training as required
- Any other duties assigned to you from time to time.

Who we are looking for

We are looking for someone who enjoys working with the public and as part of a team, and who will take an interest in ensuring all visitors to the museum receive a warm welcome.

Experience of working in the heritage sector, hospitality, retail or other front of house roles, in paid or voluntary capacity, may be helpful. No formal qualifications are required.

Essential:

Enjoy working with people in a team environment

Reliable and available at weekends

Experience of working with the public

A good communicator

Willing to work alone and within agreed operating procedures

Desirable:

Interest in history, museums or other heritage settings

An interest in the Panacea story.

Training

Appropriate training will be given

For an informal chat about the role please contact Zara Matthews by email

zaramatthews@panaceatrust.org or phone 01234 353178

To apply please send your CV with covering letter/email to Zara Matthews, Museum Director; Email zaramatthews@panaceatrust.org

Post: Panacea Charitable Trust, 11 Newnham Road, BEDFORD MK40 3NX

DEADLINE for applications is Wednesday 5th February 12noon

Only shortlisted candidates will be contacted, and we will do this by 11th February.

INTERVIEWS will take place between 11th to 18th February 2025