

# ROYAL SIGNALS MUSEUM

Communications, Science & Technology



Royal Signals Museum

Blandford

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## **Vacancy: Museum Attendant**

The Museum is looking to recruit a new Attendant/ handyman. For detailed job description, see below.

This role involves working from Monday to Friday and occasional evenings and weekends.

To apply, please send your CV and covering letter to [technicalcurator@royalsignalsmuseum.co.uk](mailto:technicalcurator@royalsignalsmuseum.co.uk)

The closing date will be 3 July with interviews the following week.

# ROYAL SIGNALS MUSEUM

## JOB DESCRIPTION

### MUSEUM ATTENDANT

The Royal Signals Museum tells the history of military communications and the Royal Corps of Signals and includes a shop, cafe and extensive archives. It receives MoD funding and is based in Blandford Camp, Dorset. The Museum employs a full time staff and several volunteers. It is open to the general public but also plays an important role in the lives of serving and retired military personnel. The post will likely suit someone with an interest in military communications and who has a good understanding of Health and Safety Issues and physical security requirements.

#### **Job Purpose**

A key member of the curatorial team who is responsible for the appearance, maintenance and physical security of objects on display and in storage in the Royal Signals Museum. The Museum Attendant is also responsible for visitor care and so an important aspect of the job includes Health and Safety and related matters.

#### **Duties**

- To open the Museum daily, checking the building, its immediate surroundings and the display areas to ensure good standards of cleanliness, presentation and physical security are maintained and that the lights, alarms, computers, film projectors and interactives all work.
- To assist visiting members of the public as required.
- To carry out regular checks of the displays throughout the day rectifying faults where possible and reporting them where not.
- To ensure the Museum interactive displays work to an agreed technical standard.
- To carry out cleaning as required.
- To ensure the Museum remains a safe place to visit and to work in.
- To liaise with Works Service staff and contractors about maintenance and new works.
- To oversee and act as a point of contact for all visiting personnel including contractors (In liaison with the Garrison Staff Officer), cleaners, volunteers and assigned soldiers.
- To maintain order in the Museum stores in accordance with direction from the Technical Curator.
- To monitor Museum car parking availability and usage.
- To maintain stocks pamphlets and distribute them around the Museum as required.
- To assist the Technical Curator with building and improving displays and exhibitions when required.
- To conduct tours of the Museum as required.
- To ensure adherence with Museum procedures in the Technical Curators absence.
- To provide occasional assistance in the Museum shop and with touring exhibitions, external events and school visits.
- To carry out other Museum-related duties as required

## **Personal Attributes**

- Should be adaptable, enthusiastic and confident in their own abilities.
- Willing to make suggestions to improve the visitor experience.
- Good practical DIY skills.
- Competent computer user.
- Flexible and able to work as part of a small team.
- Able to work unsupervised when required.
- Good communicator and problem solver.
- Good attention to detail.
- Physically strong and robust.
- Careful when handling Museum artefacts.
- Full driving license.

## **Conditions:**

- A full time position – 37.5 hours per week (Monday to Friday) with some occasional evening and week-end work.
- Salary in the region of £19,000 per year.
- The post holder will be eligible for the Workplace Pension Scheme.
- Holiday entitlement of 30 days per year plus Bank and Public Holidays.
- Based in Blandford Camp, Dorset.
- The Royal Signals Museum follows a policy of non-discrimination on the basis of race, colour, gender, age, nationality or disabilities.