**Herne Bay Museum Trust**

**Job Title: Museum administrator**

**Salary: £23,000 per annum pro rata**

**Herne Bay: a flourishing seaside town**

This is a part-time 20 hours per week position including some Saturdays and Sundays.

The Seaside Museum Herne Bay is an Arts Council England accredited museum, principal heritage centre, and tourist attraction for the coastal town of Herne Bay. The museum’s mission is to engage the community, local and visiting, with the area’s historical, natural history and cultural heritage through informative and entertaining galleries and exhibitions, events and activities.

The museum is managed by the Herne Bay Museum Trust (charity no. 1160344) and currently run by volunteers but is seeking to recruit an administrator who will play an important part in continuing to establish the museum in the town. The Trust is looking for someone with an enthusiasm for museums but with administrative capabilities, able take on the everyday administration of the museum and coordinating the activities of our 40-50 volunteers. The post is based at the Seaside Museum Herne Bay.

The Herne Bay Museum Trust is an equal opportunities employer and welcomes applicants from all parts of the community. The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

This is a part-time temporary position for a period of 18 months.

For further information or to discuss this position in more detail please contact Ian Tittley, Chair of Trustees, on 0781 8292936 or by email to info@ theseasidemuseumhernebay.org

For an application form for the position please write to Ian Tittley, Chair of Trustees, the Seaside Museum Herne Bay, 12 William Street, Herne Bay CT6 5EJ, marking the envelope ‘administrator’.

Closing date: 25 November 2018