



ELY MUSEUM

PART TIME CUSTODIAN

Job Description

The Custodian's role is to assist the Trustees and Curator in the daily running of Ely Museum.

Ely Museum is an independent museum and a charitable trust. The Museum currently employs Custodians, an Administration Assistant, a Learning Officer, a Community Engagement Officer and a Curator. The Museum is managed by the Trustees of Ely Museum. There is a group of volunteers that complement the staff team.

Ely Museum is open all year except Christmas and New Year.

This is a fixed term contract until 30/9/21.

Hours

Saturdays 10am-5.15pm

Additional hours may be available to cover holidays.

On days when more than 4 hours are worked you are entitled to a paid lunch break of 30 minutes. Additional hours may be required to cover sickness and annual leave. Hours may change according to the needs of the Museum and your working pattern will be discussed with you. The Custodian may be required to work on their own in the museum on some occasions.

The custodian will be paid at the rate of £9.06 per hour (£9.96 per hour on Sundays and Bank Holidays), paid monthly in arrears, on or before the 25th of each month. The rate of pay is reviewed annually.

The annual leave entitlement is 5.6 weeks per year pro rata (inclusive of Bank Holidays).

The job will include the following (please note this list is not exhaustive):

Museum opening and closing procedures

Reception Duties - including answering the telephone and operating cash till

Basic Administrative Duties

Shop Duties

Assisting with events and activities held at the museum

Errands on behalf of the Museum

Cleaning

Assisting with room bookings - including setting up the Room, making teas and coffees

Work with Volunteers, Friends of Ely Museum, other Custodians, Administration Assistant, Learning Officer, Assistant Curator, Curator and Trustees will be required.

The Custodian will be expected to be polite and courteous to all visitors, volunteers and other members of staff at all times.

The Custodian may from time to time be required to attend training courses.

Any other duties appropriate to the post on the instruction of the Assistant Curator, Curator or Trustees.