

Project Events Assistant

Job Title:	Project Events Assistant	Responsible to:	Senior Project Officer
Hours:	21 hours per week, fixed term to December 2025. Two days 9am – 5pm as well as Sundays 11.30am – 5.15pm. May include occasional additional weekend and evening working.	Responsible for:	Volunteers
Location:	Ely Museum	Salary:	£23,400 per annum pro rata Actual pay £13,104 per annum.

Overall purpose of the role:

Assist with the planning and delivery of collections inspired events for the NLHF funded project, 'Resilience through our collections'.

Key Delivery Outcomes of the Role

- Plan, deliver and review new collections inspired activities and events, as developed by the Senior Project Officer. These will include, for example, museum tours and children's birthday parties.
- Led by the Senior Project Officer, conduct audience evaluation.
- Organise and train volunteers to support events and activities.
- Deliver ongoing public activities and events.
- Be a keyholder and share responsibility for opening and closing the museum.
- Any other duties, appropriate to the post, as directed by the Senior Project Officer.

Additional Conditions:

- The Old Gaol operates a strict no smoking policy.

General Accountabilities:

- Work in compliance with the Codes of Conduct, Regulations and Policies of Ely Museum as well as their commitment to Equal Opportunities.
- Be responsible for own safety and not endanger that of colleagues/ visitors.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.



Person Specification

Essential Criteria	Desirable Criteria
Experience of planning and delivering events for a variety of audiences	Experience of events, audience development work and evaluation in the heritage, cultural or arts sectors.
An understanding of different audience needs	
Excellent written and verbal communication skills	An understanding of what constitutes good volunteer management
Enthusiasm and a willingness to learn	Experience of planning and delivering events in a museum
Honest and trustworthy	Driving Licence and access to a car
A strong team player	

Additional Information

Ely Museum is an independent museum and a Charitable Incorporated Organisation. The Trust was formed in 1972 and the museum first opened to the public in 1975. Ely Museum moved from the High Street to the Old Gaol in 1997. The museum closed for a £2.2m NLHF funded refurbishment in September 2019 and reopened in May 2021.

The Museum tells the story of the landscape of the local area and the lives of the people who have lived there. Displays cover the Jurassic to the 21st century, in a hands-on and creative way. The newly built Aedwen room provides a light, flexible and inspiring space for teaching and learning. The Museum has full Accreditation with Arts Council England.

Project summary

'Resilience through our collections' is a two-year project, funded by The National Lottery Heritage Fund, that will focus on improving organisational sustainability and resilience, whilst ensuring that collections are at the centre of everything the museum does.

The project includes a collections review and rationalisation, alongside the development of new income streams and opportunities for audience engagement.

The project includes support to review and develop the museum's organisational structure, sustainability, and website, as well as training and development for Trustees, staff and volunteers. Together this will ensure that Ely Museum is strong, sustainable and resilient for the future.

Since the project started, early in 2024, progress has been made across the various areas of work. New strategies for events and marketing have been developed.