

NOW RECRUITING

Visitor Services Assistant (Saturdays)

VSA24

We are seeking an enthusiastic, friendly and professional Visitor Services Assistant to join our small museum team to work Saturdays. As a Saturday job this may suit a mature young person.

As an independent visitor attraction located within Ely Cathedral, weekends are some of the busiest times at The Stained Glass Museum. You will be the first point of contact for visitors and will need a confident and friendly manner.

Duties include welcoming and orientating visitors, taking shop and admission sales, and having responsibility for opening and closing the museum. You will need to be able to work independently and with others. This role may involve occasional lone working.

This is a customer-focused role in a small independent museum with a specialist collection. We are looking for someone who will enjoy working in the museum/heritage sector and, preferably, has prior experience in a front of house and/or retail environment.

A full [job description](https://stainedglassmuseum.com/jobs) is available at <https://stainedglassmuseum.com/jobs>

Working Hours, Access and Pay

Paid working hours average at 6.5 hours per week over the year, breaking down seasonally as:

- Summer: 1 April-31 October - 9.45am - 5.15pm (7hrs paid with 30min lunch break)
- Winter: 1 November-31 March - 9:45am-4:15pm (6hrs paid with 30min lunch break)

The Stained Glass Museum is a Real Living Wage Employer and currently pays Visitor Service Assistants £12 per hour (weekday rate), 12.50 per hour (weekend rate).

Visitor Services Assistants work as part of a small team managed by the Visitor Services and Shop Manager, supported by the Curator. For an informal chat about this position, please contact Steven Jugg, Visitor Services and Shop Manager on 01353 660347.

The Stained Glass Museum is located in the south triforium of Ely Cathedral. It is accessed by a spiral staircase of forty steps with no lift. The Museum offers a unique insight into the fascinating history of stained glass, an art-form that has been practised in Britain for at least thirteen hundred years.

The Stained Glass Museum is open to the public Tuesdays-Saturdays, all year round. The Museum is managed by a full-time Director/Curator and governed by a Board of Trustees.

Employee Benefits: Sick pay scheme, employee discount within Museum and Cathedral shops

Application Process

Please send a C.V. and covering letter to: Steven Jugg, Shop and Visitor Services Manager

The Stained Glass Museum, South Triforium, Ely Cathedral, CB7 4DL

Or email steven@stainedglassmuseum.com

Deadline for Applications: 26 April 2024, midday

