

Vacancy Summary

Job title	Visitor Services Assistant
Salary	£ 14,692 per annum (FTE £17,536)
Location	Winchester venues, Winchester (Primary base, City Space)
Hours	31 per week (inc. weekends)
Type of Contract	Permanent

We are looking for an enthusiastic, energetic person to join the delivery team at our Winchester venues on a flexible working basis, focussed around our opening times which include weekdays, weekends, bank holidays and school holidays.

Located in the heart of the historic city of Winchester, the **City Museum** and **Westgate Museum** tell the story of England's ancient capital, from its origins as an Iron Age trading centre to its modern days. **The Gallery** in the Winchester's Discovery Centre offers a seasonal programme of nationally important exhibitions and **City Space** has a rolling programme of exhibitions which celebrate the very best of Winchester's thriving arts and heritage scene.

We need a customer focused Visitor Services Assistant to play their part in delivering a fantastic and exciting experience for every one of our visitors. In return we can offer a breadth of experience for applicants that appreciate flexible, agile and vibrant work environments and are willing to learn. Successful applicants will have a can-do approach, a positive outlook and will enjoy working in a busy customer facing environment.

To apply please email a full CV together with a cover letter explaining why you would excel in this role to hr@hampshireculturaltrust.org.uk. Please note that only complete applications will be considered.

Closing date for applications	Sunday 23 February 2020
Interview date	w/c 9 March 2020

About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.