

## Vacancy Summary

<b>Job Title</b>	Visitor Service Assistant
<b>Salary</b>	£17,048.52 per annum
<b>Location</b>	Rockbourne Roman Villa
<b>Hours</b>	22 hours per week (Thursday, Friday, Saturday and Sunday, 10.30am – 16.30pm) + 5 x Bank Holiday Mondays
<b>Type of Contract</b>	Fixed term contract (29 weeks)

Hampshire Cultural Trust champions world-class culture and exists to showcase, connect and empower Hampshire's creative economy. The independent charity works collaboratively to bring organisations, people and ideas together for greater impact.

Rockbourne Roman Villa is the largest known villa site in the New Forest area, and we are looking for a dynamic Visitor Services Assistant to make the museum a warm and welcoming place for volunteers, and a stand-out heritage destination for visitors. The ideal candidate will possess excellent verbal and written communication, numeracy and organisational skills. They will be a team player with the skills and passion needed to supervise and develop volunteers. Retail experience is an advantage. They will also possess a positive and proactive approach to tasks, demonstrate initiative and problem solving skills, as well as the ability to communicate effectively with a wide range of people. Experience working in a heritage environment is also desirable. Please note the role involves weekend work.

To apply please email your CV and a covering letter summarizing your suitability for this position to: [hr@hampshireculturaltrust.org.uk](mailto:hr@hampshireculturaltrust.org.uk)

<b>Closing date</b>	Sunday 17 March 2019
<b>Interview date</b>	Wednesday 3 April 2019

For any questions about this post, contact Laura Bullivant (Community Manager – Red House Museum and Rockbourne Roman Villa), at [laura.bullivant@hampshireculturaltrust.org.uk](mailto:laura.bullivant@hampshireculturaltrust.org.uk), or call 01202 482860.

### 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.