

## Vacancy Summary

<b>Job Title:</b>	Visitor Services Assistant
<b>Salary:</b>	£2,615 (FTE £17,048)
<b>Location:</b>	Westgate Museum and other Winchester venues
<b>Hours:</b>	Variable, based on 2 shifts on alternate weekends
<b>Type of Contract:</b>	Permanent

Westgate is the last of the main medieval gates into the city to survive. A listed monument, it has been used as a museum since 1898, but before that it was a document store, pub entertainment room, goal and defensive gateway. The museum has displays on Winchester's Tudor and Stuart rich history. Armour, weapons and household objects are all on display, as well as a unique collection of weights and measures and a painted ceiling created for the marriage of Mary I to Philip of Spain in 1554.

We are looking to appoint a weekend **Visitor Services Assistant** at **Westgate Museum**. You'll be responsible for the daily opening of the museum, ensuring appropriate resources are in place to be able to provide a consistently excellent service for our visitors. You will be involved in everything from general housekeeping and preparing the museum for special events, to providing information to our visitors about the museum and the displays.

You will have experience in engaging with the public via a customer service, heritage or retail background. As good communicator, you will be happy to assist with customer queries in person or via email and telephone. You will need a passionate about local history, and act as an ambassador for the museum.

If you believe that people deserve more than just 'good service', but an unforgettable experience, we would love to hear from you. Please email your CV and a covering letter summarising your suitability for the position to: [hr@hampshireculturaltrust.org.uk](mailto:hr@hampshireculturaltrust.org.uk)

<b>Closing date for applications:</b>	Sunday 23 September 2018
<b>Provisional interview dates:</b>	w/c 1 October 2019

### 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.