

Job description

Title:	Museum Administrator
Department:	Museum-Wide
Responsible to:	Business & Development Manager
Salary:	£19,000
Hours:	37.5 hours per week (Monday to Friday). Some evening and weekend work may be required
Holiday:	25 days' holiday plus 8 days' public holidays pro rata

American Museum & Gardens

The mission of the American Museum & Gardens is to educate, stimulate, and inspire its visitors in order to further the understanding of American history and culture. The Museum carries out this mission through the presentation of its historic rooms, its decorative art and folk art collections, and its special exhibitions, publications, learning programmes, and gardens. Our organisation is the only one of its kind outside the boundaries of the United States. We welcome, on average, 40,000 visitors a year, the vast majority of them British.

About the role

The Museum Administrator role spans across all functions at the Museum and is responsible for general administrative support, the administration of HR matters, Board of Trustees and Council governance and development support. These responsibilities involve a number of key activities as outlined below:

General Administrative Support

- Provide administrative support for the Senior Leadership and Senior Management Teams as required
- Provide support with events as required
- Coordinate large mailings to members and stakeholders
- Coordinate stationery and supplies orders for all departments including printer supplies
- Oversee post & deliveries
- Manage Museum schedule (week list), Museum diary and meeting room bookings
- Support the Estate Manager with IT and printer issues and liaise with engineers for servicing
- Establish a consistent approach to digital file management to be rolled out across the Museum
- Ensure GDPR compliance across the institution

Continues.

HR Administration

- Support the management teams in the development and delivery of HR documentation
- Ensure that all members of staff receive their contract, induction and training documentation at the start of their employment contract
- Develop and maintain a shared platform for all staff members to access HR documentation, including annual performance review templates, staff handbook, expense claim forms, holiday schedules, etc and ensuring physical documentation is kept up to date across the site
- Develop and maintain a restricted area on the shared platform for Managers to access HR letter templates, training documentation, existing job descriptions etc
- Support with recruitment including keeping templates for Job Descriptions, posting advisements and assisting with scheduling of interviews

Board of Trustees & UK Council

- Maintain up to date lists of UK and US Trustees and Council members' contact details and profiles
- Manage Board of Trustee and Council governance
- Preparation for the quarterly Board meeting
- Record minutes of the Trustees quarterly Board meeting & maintain records
- Support UK Council activities

Development Support

- Work closely with the Business and Development Manager on the development and preparation of development events for sponsors, supporters, donors and members of the Museum
- Provide administrative support for development events as required
- Work with the Marketing Manager to promote ticketed development events such as lectures and Thanksgiving
- Attend development events to manage admissions and provide support
- Prepare acknowledgement letters for gifts and donations to the Museum
- Maintain the donations database

Job activities may vary and evolve over time to meet business needs.

Other

- Promote and support the charitable aims of the organisation
- Take positive action to promote Equal Opportunities in all aspects of the organisation
- Agree to abide by organisational policies such as Health and Safety, Safeguarding etc.
- Maintain confidentiality in all areas relating to the organisation
- Maximise income and minimise expenditure whenever possible
- Undertake any other duties appropriate to this role
- To be flexible and to undertake any other reasonable duties

Continues.



Personal specification

Essential:

- Exceptional written and verbal communication skills
- Ability to plan and prioritise a demanding workload and meet deadlines
- Fully conversant with Microsoft Outlook, Office, Word and Excel
- Excellent organisational skills and strong attention to detail
- Strong interpersonal skills, able to relate effectively and appropriately to a wide range of people
- Previous experience in administration or secretarial work

Desirable:

- Previous experience working within an arts/heritage organisation/cultural sector
- Experience of supporting events
- Experience of working with a fundraising or CRM database
- Knowledge or training of GDPR compliance requirements
- Understanding of HR policies and procedures

Other information

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff members to share this commitment.

This role may be subject to a basic Disclosure and Barring Service (DBS) check. If called for interview you will be asked to disclose details of any convictions which are not yet spent.

The American Museum & Gardens is an equal opportunities employer.

To apply

Please send an CV and covering letter outlining how you meet the person specification, by midnight on Friday 4 February 2022 or by post to The American Museum & Gardens, Claverton Manor, Bath BA2 7BD. Interviews will be held on 14 and 15 February.

Benefits for working at the American Museum include:

- 20% discount on purchases in our café and 10% discount in our shop
- Free parking
- Free hot drink and cookie each day from The Garden Café
- Free entry to the museum for you and your immediate family, and 6 guest passes
- 25 days annual leave
- Substantial pension scheme of up to 10% basic salary