

Job description

Job Title:	Estate Technician
Department:	Estates
Reporting to:	Estate Manager
Salary:	£19,595 per annum
Hours:	37.5 hours per week rostered over 7 days , weekend work will be required on a 2-week working pattern.
Holiday:	25 days' holiday plus bank 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, also 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, 60,000 visitors a year.

About the role

The Estate Technician role is responsible for day-to-day maintenance operations and assisting with opening and closing the museum. The Estate Technician is a new and varied role providing handyman support to both the house and garden teams, whilst also providing vital frontline support to the Duty Manager and visitor experience teams in the event of emergencies. The role will include working weekends on rota on varied shift patterns to be determined. Responsibilities involve several key activities as outlined below:

General Duties

- Provide handyman services to the estate as directed by the Estate Manager. This could include internal and external works including the garden and wider estate.
- Play a key part of the annual maintenance programme, working to ensure the estate is presented to the best of it's ability at all times.
- Ensure drains and gullies are kept clear of debris and run clearly across the estate.
- Clean and replace light fittings as appropriate.

- Assist with monthly statutory compliance, including emergency light testing, fire extinguisher checks, weekly water flushing.
- Assist with the annual changes to the temporary exhibition and permanent displays.
- Assist with contractor management on site.
- Safe disposal of waste materials
- Undertake portering tasks
- Assist in setting up for events such as weddings and other private/public events.
- Providing cover support for the cleaning team when there is sickness or holidays.
- Provide support to the Garden Team when assistance is required.
- Ensure safe pedestrian and safe access e.g. Snow clearance and gritting

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
- To be flexible and undertake any other reasonable duties appropriate to this role

Personal specification

Essential:

- Adaptable and flexible approach to work with good organisational skills
- Able to plan own time effectively and multi-task
- Able to use own initiative to problem solve
- Practical and hands on with an eye for detail
- Ability to work at heights

Desirable:

- Understanding of Microsoft Office 365
- Trade Skills
- Knowledge of historic buildings
- Driving Licence

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

To apply please send a **CV and covering letter** outlining how you meet requirements of the role, together with a completed [Equal Opportunities Monitoring Form](#) to matt.amos@americanmuseum.org or by post to The American Museum & Gardens, Claverton Manor, Bath BA2 7BD

Benefits for working at the American Museum include:

- Free parking
- 20% discount on purchases in our café and 10% discount in our shop
- 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 per annum.
- 25 days annual leave plus bank holidays
- Wellbeing programme (free weekly yoga classes)
- Pension Scheme 8% (4% museum, 4% employee contribution).
- Healthshield Membership