
JOB DESCRIPTION

Job title:	Museum Learning Facilitator (Casual)
Location:	Northampton Museums & Art Gallery
Salary:	£11.20 per hour
Directorate:	Communities and Opportunities
Section:	Culture and Leisure
Team:	Museums
Responsible to:	Public Programme Manager

JOB PURPOSE

To deliver on and off-site formal museum active learning sessions for children of all abilities aged 0-19 years; informal learning sessions for a range of different audiences; specific learning activities relating to temporary exhibitions, events and other initiatives.

KEY RESULT AREAS

1. Present on and off-site active learning sessions to school children to an agreed format.
2. Encourage participation by the children to provide an engaging and stimulating learning environment on occasion using characterisation and role play in costume.
3. Effectively manage the timing of active learning sessions
4. Deliver the activities in a way that is appropriate to the audience
5. Monitor the success of all sessions using agreed evaluation techniques and formats.
6. Prepare for active learning sessions: setting up the education space; preparing worksheets; and ensuring the appropriate materials are ready. Pack away at the end of the sessions ensuring all materials are stored correctly.

7. Work with the Learning and Events Officer to improve and develop active learning sessions in line with the National Curriculum and needs of teachers and pupils.
8. Monitor handling objects for damage and wear and tear and report this to the Learning and Events Officer.
9. Maintain a safe environment and draw any safety concerns to the attention of teachers and appropriate museum staff.
10. Undertake relevant training as necessary.
11. To provide a high degree of customer care for all users and provide assistance in a helpful, enthusiastic and polite manner.
12. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the Directorate and West Northants Council

PEOPLE AND RESOURCES

The jobholder is responsible for the following people and resources:

- Physical resources: museum objects in your care whilst delivering museum active learning sessions
- Other people: teachers, pupils and others whilst delivering the museum active learning sessions.

JOB DEMANDS

This job entails the following demands:

- Physical demands: lifting and carrying museum resources for setting up active learning sessions.

PERSON SPECIFICATION

	Essential/ Desirable		Methods of Assessment			
KNOWLEDGE	E	D	Application Form	References	Interview	Other
A minimum of 5 GCSEs/NVQ level 2 or equivalent level of education	✓		✓	✓	✓	✓
Post graduate qualification in museum/heritage related subject or teaching qualification		✓	✓	✓	✓	✓
Previous experience of learning work with children of different ages	✓		✓	✓	✓	
Delivery of handling sessions using objects with a range of audiences	✓		✓	✓	✓	
Experience of learning work with a range of diverse audiences		✓	✓	✓	✓	
Previous experience of working in a museum/heritage/arts environment		✓	✓	✓	✓	
An understanding of delivering formal learning	✓		✓	✓	✓	
An understanding of the different learning styles of the audience		✓	✓	✓	✓	
Understanding of the National Curriculum	✓		✓	✓	✓	
SKILLS	E	D	Application Form	References	Interview	Other
Good interpersonal and presentation skills – able to deal with diverse groups and individuals	✓		✓	✓	✓	
Well organised and methodical – ability to work to an agreed format in a given time frame.	✓		✓	✓	✓	
Drama and role-playing skills		✓		✓	✓	
ATTRIBUTES	E	D	Application Form	References	Interview	Other
Good team worker	✓		✓	✓	✓	
Ability to be creative and imaginative to inspire audiences	✓		✓	✓	✓	
Customer focused	✓		✓	✓	✓	

REVIEW AND SIGNATURES

This document will be reviewed from time to time to ensure that it continues to reflect our vision, values and priorities.

Prepared by:	Debra Cox
Job title:	Public Programme Manager
Date:	11 June 2021

Job evaluation date:	
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Name of job holder:	
Job holder's signature:	
Date:	