

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Learning and Audiences Officer
<b>REPORTING TO:</b>	Curator
<b>DIRECT REPORTS:</b>	None
<b>LOCATION:</b>	The Black Watch Castle and Museum

## **PURPOSE OF JOB**

To take the lead on developing new and existing audiences for the Museum in order to increase access to and engagement with our collection and events programme.

The delivery of a high quality learning service to the public, including to local and regional schools.

## **MAIN DUTIES AND RESPONSIBILITIES**

Under the supervision of the Museum Curator, the main duties of the Learning and Audiences Officer are:

- To develop, manage and implement formal learning at the Castle and Museum, i.e. hosting school groups, youth groups; developing teacher's packs and other schools resources; and developing loans kits
- To develop, manage and implement informal learning at the Castle and Museum, i.e. family activities, birthday parties and outreach activities
- To develop, manage and implement events at the Castle and Museum, i.e. family events, Festival of Museums, Open Doors, and our Lectures Series
- Discover new ways to interpret the collections to engage with new and existing audiences
- To support marketing activities by contributing to social media content relevant to your role
- Other tasks may be required as determined by the needs of the business

**Other Duties and Conditions of Service**

The post holder is expected to work to further the mission and aim of The Black Watch Museum, and to comply with the company's policies and procedures.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

**This job description will be reviewed periodically and The Black Watch & Castle Museum reserves the right to vary the duties within the job description in line with the needs of the business.**

I acknowledge the receipt of the above job description:

Name: ..... Signature: ..... Date: .....

**PERSON SPECIFICATION:**

<p><b>Knowledge / Skills</b></p> <ul style="list-style-type: none"> <li>• Have IT skills for word processing and email</li> </ul>	<p>Essential</p>
<p><b>Experience / Qualifications / Training</b></p> <ul style="list-style-type: none"> <li>• Be educated to degree level</li> <li>• EITHER have a Museum or heritage postgraduate qualification, or relevant experience OR have an education postgraduate qualification, or relevant experience</li> <li>• Have experience of the development, management and implementation of formal and informal learning within a Museum, or similar setting, including:</li> <li>• Developing loans kits, teacher's packs and working with 'A Curriculum For Excellence'</li> <li>• Developing family/children's activities, including worksheets and handling kits/dressing up</li> <li>• Developing and managing group visits, i.e. school visits linked to the curriculum, birthday parties, youth group visits, and adult group visits</li> <li>• Have experience in developing and implementing an events programme</li> <li>• Have experience of applying for external funding</li> <li>• Have experience developing an audience within a Museum</li> <li>• Have experience improving intellectual access within a Museum</li> <li>• Have experience supervising and supporting volunteers</li> <li>• Have experience of monitoring and evaluating projects</li> </ul>	<p>Essential</p> <p>Desirable</p>
<p><b>Work Related Circumstances</b></p> <ul style="list-style-type: none"> <li>• Weekend and evening will be required as per the needs of the business. The Learning and Audiences Officer will be expected to work flexible hours throughout the year</li> <li>• Be able to move equipment/furniture to set-up/set-down workshops and events. The job will involve considerable standing, lifting, bending and stretching</li> <li>• Must be willing to undertake relevant training</li> <li>• Must be willing to learn about other departments within The Black Watch Castle and Museum</li> </ul>	