

**Post:** Engagement Officer at Andrew Carnegie Birthplace Museum, Dunfermline.

**Length:** One year contract with chance to extend

**Hours:** Part time, 3 days a week / 21 hours

**Salary:** £13,200 (£22,000 FTE equivalent)

**Reporting to:** Museum Manager

**Purpose of the role:** The Engagement Officer is responsible for creating opportunities for every visitor to connect with the collection and buildings to share Andrew Carnegie's story.

**Closing Date:** Midnight, 12 September 2022

### [About the Museum](#)

The Andrew Carnegie Birthplace Museum is a top-rated visitor attraction in Dunfermline. The Museum tells the story of Andrew Carnegie, the Scottish-born American steel magnate and philanthropist, and has two parts: the cottage where Andrew Carnegie was born, and the adjoining exhibition hall commissioned by his wife Louise Whitfield Carnegie in the 1920s "to inspire future generations to follow in his footsteps."

The museum tells the story of the life and philanthropic legacy of Andrew Carnegie and uses this as a basis for our activities and events. The museum is owned by and operated by the Carnegie Dunfermline Trust.

### [Job Description](#)

Similar to many small independent museums during this past year the Andrew Carnegie Birthplace Museum has been going through changes and you would be joining a small but energetic and experienced team passionate about telling Andrew Carnegie's story and so much more about the man.

This role represents a blend of engagement delivery through non-traditional education activities and entertaining and innovative events, chargeable and non-chargeable.

There is good attendance to education workshops from local primary schools for you to maintain and there are more opportunities to be explored with secondary and local college students as well as some primary schools not yet visiting.

A new series of winter talks about Carnegie, his family and his achievements will expand our audience's knowledge about the man starts this September. It is hoped it will be repeated each year to meet the interests of lifelong learners and those looking for more context on the man.

Previous education officers established the museum within family circles and won the museum the coveted Kids in Museums Family Friendly Museum Award in 2019. It is time to build on these achievements and consider young people and local audiences new to Dunfermline and how the museum could meet their interests.

You will be experienced in creating, delivering and evaluating engagement events, aware of risk assessments, planning needs and working with a wide range of audiences.

Working in a small independent museum comes with the challenge of the wide range of responsibilities noted below, but that includes the benefit of using a wide range of skills and competencies you have learned from previous jobs, which need not be heritage based.

Working in a small team brings immense job satisfaction and opportunities to execute ideas with haste and flexibility.

Key responsibilities include:

- Develop and deliver content related to the museum's purpose to share Andrew Carnegie's story for all audiences;
  - Non-traditional education, using Curriculum for Excellence framework
  - Group visits and tours including cruise ship tourists and uniform groups
  - Local residents of Dunfermline and Fife
- Maintain a high-quality visitor experience in the Museum using methods of engagement like interactives, handling objects, dressing up, etc.
- Maintain existing partnership relationships and develop new ones which elevate the Carnegie story and complement the ambitions of Carnegie Dunfermline Trust and wider partners
- Create, deliver and evaluate innovative and relevant events to connect paying audiences with the collection
- Supervise and motivate a small group of volunteers
- Create content to positively impact audiences' physical, intellectual and wellbeing needs
- Promote the education offer to increase visits by local schools and virtual visits from distant schools
- Event planning, promotion, delivery and evaluation of all activities to ensure they are meeting community needs and identify new opportunities
- Support colleagues with expertise and information to promote education within programmes and interpretation
- Support the Museum Manager in the museums accreditation return, policy writing and operations of the Museum for education topics
- Communicate relevant and informative content with the Museum's audiences in all formats, e.g. website, telephone, social media, etc.
- Occasionally cover role of Museum Assistant welcoming visitors to the museum and selling items in the shop

Before an appointment can be confirmed, you may be subject to a PVG check.

## The person

You will have;

- passion for heritage and bringing the past alive to engage with a wide range of audiences
- demonstrable practical and professional experience of engaging with audiences including:
  - Knowledge and understanding of the Curriculum for Excellence
  - Knowledge and understanding of the principle of non- traditional education to all audiences
- driven to excel in your field by demonstrating personal development and innovation in delivery of content.
- excellent written and verbal communication skills with a strong attention to detail and accuracy
- competent IT skills, including knowledge of Office 365, online conferencing software, website editing and online support products, i.e. Canva. The museum's quirky IT systems can be learned, IT competency means an ability to try and know how to learn new systems.
- be organised and aware of deadlines and to ask for support if needed

## How to apply

Please send your CV and supporting letter to:

Museum Manager,  
Andrew Carnegie Birthplace Museum,  
Moodie Street,  
Dunfermline, KY12 7PL

or email [curatorial@carnegiebirthplace.com](mailto:curatorial@carnegiebirthplace.com)

**Closing Date: Midnight, 12 September 2022**

**Start Date: October**

## Qualifications and Experience

<b>Essential Skills and Competencies</b>	<b>Demonstrate this in:</b>
A passion for heritage and bringing the past alive to engage with a wide range of audiences.	CV & Interview
Demonstrable practical and professional experience of engaging with audiences including: <ul style="list-style-type: none"> <li>- Knowledge and understanding of the Curriculum for Excellence</li> <li>- Knowledge and understanding of the principle of non- traditional education to all audiences</li> </ul>	CV & Interview
Driven to excel in their field by demonstrating personal development and innovation in delivery of content.	CV & Interview
Excellent written and verbal communication skills with a strong attention to detail and accuracy	CV & Interview
Competent IT skills, including knowledge of Office 365, online conferencing software, website editing and online support products, i.e. Canva. The museum's quirky systems can be learned, IT competency means an ability to try and know how to learn new systems.	Interview
Be organised and aware of deadlines and to ask for support if needed	Interview
Attention to detail	CV & Interview

<b>Desirable Skills and Competencies</b>	<b>Demonstrate this in:</b>
Experience of working or volunteering in a museum or heritage venue	CV
Hosting engagement online to remote audiences	CV