

---

# THE FOUNDLING MUSEUM

---

## Job description

**Job title:** Operations Assistant

**Reporting to:** Visitor Services & Operations Manager

**Purpose of job:** To assist the Visitor Services & Operations Department in the operation, maintenance, resourcing, upkeep, security and safety of the Foundling Museum and its many functions and to assist with Front of House operations when needed.

**Working pattern:** Permanent, full time. 35 hours per week. Monday-Thursday and Sunday, 07:00 – 15:00 or 10:00 – 18:00 as needed.

**Overtime expectations:** The operations assistant will need to be available during exhibition installations (three times per year) and for occasional evenings, for which, time off in lieu will be given.

**Salary:** £20,000 pa

### Duties and Responsibilities:

- To constantly monitor the state of repair and cleanliness of the Museum, including its exterior, and carrying out improvements where possible and keep on top of routine maintenance
- To provide cover for front of house and security stewarding in public spaces as necessary, including cashing up and working a flexible five-day week from Sunday through to Thursday
- To work with the Operations Manager, Curatorial team and Education Department to install new exhibitions which includes preparing the galleries, decorating, and handling the Museum's collection as well as external artwork
- To carry out regular checks on the fire alarm and security systems
- To be a designated key holder and part of a team that unlocks and locks the Museum on a rota basis
- To carry out regular, daily security checks in the Museum and to monitor CCTV
- To work with the Operations Manager to ensure both room steward volunteers and staff are trained in upholding the security standards for the public spaces
- To help set up rooms for a range of uses including corporate, education and other functions
- To liaise with contractors and technical companies under the direction of the Operations Manager to help coordinate works and ongoing programmes in the museum
- To be flexible in approach and undertake all duties that may fall within the range, as requested by the Director.

### Essential:

- Experience of carrying out building repairs and decoration, including general maintenance and basic plumbing knowledge
- An interest in problem solving in an environment that can throw up unexpected challenges
- Experience with AV and technical equipment
- Pride in maintaining high standards and keen sense of personal responsibility
- Strong organisational and communication skills
- Practical abilities, including hands-on skills, such as basic carpentry, plumbing and competence with tools

- Practical awareness of Health and Safety issues
- Experience of working in a public environment, ideally with customer service and front of house skills
- Willingness to work out of hours and be on-call in case of emergency
- Experience of sourcing, working with and supervising contractors
- Experience of using Microsoft Office including Outlook to a high standards
- Ability to work as an effective part of a small team
- Ability to act with tact and diplomacy with individuals from a variety of situations and backgrounds

Desirable (training will be offered for technical skills below):

- Experience of working within a museum/gallery environment, ideally with Art Handling experience
- Experience of assisting with the installation of exhibitions
- First aid trained
- Interest in art, museums, galleries and contemporary art
- Knowledge of BMS systems, heating, air conditioning units and building plant machinery
- Be able to assist with day to day IT enquiries
- Knowledge of Photoshop and InDesign. Proficient on Macs
- Awareness of access issues

### **Background:**

#### *About the Foundling Museum:*

The Foundling Museum tells the story of the Foundling Hospital, the UK's first children's charity and of three major figures in British history: its campaigning founder, the philanthropist Thomas Coram, the artist William Hogarth and the composer George Frideric Handel. The remarkable collection of art, music, period interiors and social history is now housed in a restored and refurbished building adjacent to the original site of the Hospital, demolished in the 1920s. The Museum stages three major temporary exhibitions a year alongside a programme of displays. Exhibitions range from historic and thematic shows to contemporary commissions.

#### *About the building and its operations:*

The building in which the Museum resides is located on Brunswick Square. It was built between 1935–1937 and incorporates architectural features, as well as original Rococo interiors from the first Foundling Hospital, built in 1741. During the refurbishment of 2003–2004, a new section in a contemporary style was added to the building. The building is a successful amalgamation of architectural styles from the 18th century, the 1930s and the present.

The Museum has a busy programme of exhibitions and events including concerts, talks and creative family workshops.

**To apply** please complete the application form on our website

<http://foundlingmuseum.org.uk/about/job-vacancies/> and return to Alice Chalk, Assistant to the Director, Foundling Museum, 40 Brunswick Square, London WC1N 1AZ or email [vacancies@foundlingmuseum.org.uk](mailto:vacancies@foundlingmuseum.org.uk)

**Closing date:** Tuesday 22 January 2019, midday

**Interviews:** w/c Monday 28 January 2019