



Job Description

JOB TITLE:	PART TIME MUSEUM EDUCATION OFFICER
Location:	FIRING LINE MUSEUM
Accountable to:	MANAGING CURATOR
Responsible for:	Floor Team as Described and Education Volunteers
Valid from:	June 2021
Hours of Work:	16 Hours as required over 7 days.
Salary:	£13.83 per hour

BACKGROUND TO THE JOB

The Museum Education Officer forms part of the museum management team and is key to achieving the learning vision for the Firing Line Museum.

The Firing Line Museum is an Independent, charitable museum working in partnership with the Heritage Trusts of 1st The Queen's Dragoon Guards and The Royal Welsh regiments.

This hands-on position will deliver a range of workshops, events, and materials to ensure the learning potential of the museum is maximised. The post holder will develop learning opportunities to a range of audiences both in the formal and informal learning sectors.

Following the COVID 19 pandemic, delivery is likely to be in the hybrid form of on-site and online educational opportunities.

The Museum Education Officer will work alongside the Managing Curator to generate education revenue for the museum. This revenue will be two-fold; to produce financial stability to the position, as well helping to complete external funding bids for museum managed education projects.

This position will also play a key role in ensuring that educational provision at the museum feeds into the museum's Accreditation status and fulfils our objective to use the museum and its collections as inspiration for the wider public to engage in learning opportunities about the Armed Forces in Wales.

The job would be ideally suited to an individual, already engaged in part-time work in education or heritage, or for those wanting to work on a part-time basis. A degree of flexibility will be needed to ensure that school bookings suit the requirements of service users.

PURPOSE OF THE JOB

- To help develop educational facilities and learning programmes both at the museum and at outreach sessions with schools, colleges, and universities.
- To help develop digital learning resources and sessions to engage with schools and audiences online inclusive of historical talks that represent the museum, its collections, and regimental associations in a wider educational context.
- To consult and form partnerships with schools and learning agencies within the catchment area of Cardiff and South Wales to provide them with information about the services that the museum has on offer to them.
- To organise and oversee educational visits to the museum and provide organised groups with learning activities and workshops both at the museum and via Outreach sessions.

PRINCIPAL ACCOUNTABILITIES

- Ensure the museum's education plans are implemented and relate to the National Curriculum for Wales as well as the Inspiring Learning for All Framework.
- To establish and maintain good working links with learning agencies at local and regional levels.
- To contribute towards the development of Learning and Outreach programmes at the museum inclusive of using technological methods to widen participants in learning activities at the museum.
- To carry out consultation, evaluation, and monitoring of learning programmes, ensuring that museum activities meet the needs of our learning partners.
- To collaborate with Front of House staff and Museum Volunteers on the development of learning activities including Visitor talks.
- To report to the Managing Curator on educational matters, contributing to the museum Forward Planning and budgeting process.

- Ensure that care is always taken for the health, safety and welfare of themselves and other persons and to comply with policies and procedures relating to health and safety.
- To undertake any other duties commensurate with the position, as designated by your line manager.

JOB CRITERIA

ESSENTIAL:

- Experience of developing, delivering, and marketing learning programmes and activities for a range of audiences.
- Degree in a relevant subject or demonstrable experience of delivering learning programmes in a heritage setting.
- Competent with the use of technology in learning delivery
- Experience of maximising marketing opportunities and the use of social media and website.
- Confident person with excellent communication skills.
- Knowledge of education, museums and/or heritage sector
- Good experience of professional networking and partnership working.
- Excellent organisational and time-management skills
- Experience of working with a diverse range of community groups.

DESIRABLE:

- An ability to understand and communicate in the Welsh language.
- Creative approach to developing teaching resources and activities.
- Knowledge of the Armed Forces in Wales, 1st The Queen's Dragoon Guards and The Royal Welsh.
- Previous experience of fundraising and grant applications.
- Hold a current, full, UK driving licence.

Applications are to be submitted in the form of CV and Cover Letter that should be emailed electronically to Rachel Adams, Managing Curator at curatormanager@cardiffcastlemuseum.org.uk

Closing Date: 17:00 Hours, Friday 6th August 2021

Selection will take place the Week Commencing 9th August 2021 with interviews taking place via zoom during the week commencing 16th August 2021.

For all queries related to the job contact Rachel Adams at curatormanager@cardiffcastlemuseum.org.uk