



COWPER & NEWTON MUSEUM

JOB OPPORTUNITY

Assistant to House Manager

We are seeking an excellent administrator to support our House Manager.

HOURS: 14 per week: 10am - 5pm including 30 minutes (unpaid) for lunch. These hours to be on two full days – Wednesday and Friday. This is a fixed term contract for one year.

RATE OF PAY: £9.67 per hour.

General background

The Cowper and Newton Museum is a leading heritage attraction in the market town of Olney. It is a Charitable Trust which is governed by a Board of Trustees who are responsible for the fabric of the Museum buildings and the care and display of its collections. The Museum commemorates William Cowper, the poet (1731 – 1800) and Rev John Newton (1725 – 1807), ex slave trader, author of 'Amazing Grace' and leading campaigner against the slave trade. The Museum also displays local history, archaeology, trades and crafts (especially lace) and has a historic garden. Apart from the Manager and a cleaner who works 3 hours per week, all the staff of the museum are unpaid volunteers. (www.cowperandnewtonmuseum.org.uk)

The job

The post reports directly to the Museum's House Manager. To ensure the museum and shop operates efficiently, the Assistant to House Manager will support the House Manager in the following areas:

- 1) office administration
- 2) recruiting, training and supporting volunteers
- 3) event preparation and marketing
- 4) administrative support to the Trustees

Closing date: Tuesday 1st March 2022 Interview date: Friday 4th March 2022

For further information please contact: House Manager, Cowper and Newton Museum, Orchard Side, Market Place, Olney, Bucks. MK46 4AJ/ 01234 711516/
house-manager@cowperandnewtonmuseum.org.uk