



UCL

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**Job Title:** Museum Visitor Services Assistants

**Duration of post:** July – October 2018.

**Hours of Work:** Monday – Friday (full days) Saturday (afternoon only) as required for short term work, June-October 2018.

We are looking for candidates to cover two separate roles, and would consider applications from multiple candidates who wish to work part-time.

**Department:** UCL Culture

**Salary:** £12.62 per hour

UCL Culture is a multidisciplinary team committed to connecting the world with UCL through innovative programming and engagement activities. We use our assets in the form of collections, museums, theatre and most importantly our people and know how to mobilise the UCL community, inspiring them to engage people with their research and their research with people. We amplify their work through the delivery of compelling and coherent programmes of events, public engagement activities, public art, performance, exhibitions and permanent museum displays to create cutting edge cultural experiences. We collaborate, light sparks, disrupt and provoke. We use our objects, insights and expertise to reframe questions and surface new ideas. We believe in the power of open because open minds see further.

The Operations team within UCL Culture directly manage our venues, customer interactions, administration and collections. The Operations team sets the standard in these areas to ensure we maintain a quality, compliant and professional service-orientated approach that responds to the strategy of UCL Culture and UCL.

**Key requirements:**

The Visitor Services Assistants provide a welcoming and safe environment for public visitors, Schools, event attendees and hirers of UCL Museum spaces; have a good working knowledge of the museum collections' lead tours and other audience engagement activities; and ensure the security of UCL's collections.

**Application procedure**

Please refer to the job description for further details & a person specification.

To apply, please send a copy of your CV and a supporting statement (no more than 2 sides of A4) outlining how you meet the required criteria on the job description, to Briony Webb:

[briony.webb@ucl.ac.uk](mailto:briony.webb@ucl.ac.uk)

The vacancy closes on 24<sup>th</sup> June. Interviews will be held on 6<sup>th</sup> July.