

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Collections, Programmes & Partnerships Division

Post: Public Programmes Assistant

Post No: NAM 212

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	Educated to degree level.	D	Certificate
Experience	Demonstrable experience of delivering public programmes and activities within heritage attractions, museums or galleries.	D	Application and Interview
	Experience of working with live interpretation (costume, volunteer programmes, etc.)	D	
	Evidence of the ability to contribute to multiple or concurrent projects or work streams.	E	
	Evidence of the ability to plan and use resources effectively and efficiently.	E	
Attainments/skills/competencies	Demonstrable initiative and good problem-solving skills.	E	Application and Interview
	An understanding of booking systems or ticketing within a cultural setting.	D	
	Ability to work for periods on own initiative while understanding the importance of liaison and proactive communication with wider department staff.	E	
	Ability to plan, prioritise and work effectively to deadlines.	E	

	<p>Excellent interpersonal and communication skills.</p> <p>Ability to identify risks and opportunities.</p> <p>Commitment to provide excellent service and quality.</p> <p>Computer literate with good word processing skills and experience of using databases.</p> <p>Familiarity with MAC OSX and Apple Mail, iCal.</p> <p>Strong co-ordination, organisational, project management and presentation skills.</p> <p>An interest in British military history and the Army today.</p> <p>Ability to manage people (including contractors and volunteers), programmes and budgets.</p> <p>A current full, clean driver's licence.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	
Particular circumstances	<p>Working with the Handling Collection, particularly weapons, will entail standing and moving around, and lifting weights of up to approx 15 kgs.</p> <p>Setup of learning spaces will entail lifting chairs and moving tables on a regular basis.</p> <p>Travel to other venues e.g. <i>Stevenage store, Regimental and Corps Museum, Army barracks</i> may be required and may include some overnight stays.</p>	<p>E</p> <p>E</p> <p>E</p>	Interview

KEY: **E = Essential** **D = Desirable**