



THE TRAMWAY MUSEUM SOCIETY

JOB DESCRIPTION

JOB TITLE: Freelance Learning and Event Assistant

LOCATION: The National Tramway Museum, Crich Tramway Village

REPORTS TO: Museum Educator and Event Manager

HOURS OF WORK: Casual, as required

PRINCIPAL PURPOSE:

1. To deliver Learning Sessions to visiting educational groups of all ages and abilities.
2. To deliver Family Activity Sessions to visitors of all ages and abilities.
3. To embed enjoyable learning at the heart of the visitor experience.
4. To assist with the delivery of family events during weekends, school holidays and Bank Holidays

SCOPE OF WORK:

1. To facilitate Learning Sessions for visiting education groups.
2. To facilitate and assist with Family Activity Sessions during weekend, school holidays and Bank Holidays
3. To explain activities and educational content in terms appropriate to the audience.
4. To manage the timing of sessions to ensure completion within the allocated timescale.
5. To undertake preparation and clearing of activities and ensuring appropriate materials are available for Learning Sessions.
6. To supervise the use of premises and equipment during Learning sessions.
7. To monitor resources for wear and tear.
8. To ensure the health, safety and welfare of educational groups visiting the Museum in line with appropriate risk assessments.
9. To work in compliance with all Museum policies.
10. To undertake other duties as required that can be reasonably considered within the scope of the post.

BUDGET RESPONSIBILITIES: None

SUBORDINATES: None

RELATIONSHIPS:

INTERNAL: 1. Staff and volunteers across all Museum Departments.

EXTERNAL: 1. Schools and other learning providers
2. Visitors to the Museum

NB: The post holder is responsible for their own tax and National Insurance payments.

Post Holder Signed: Date:

Manager Signed: Date: