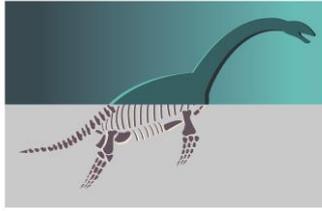


THE ETCHES
COLLECTION



MUSEUM OF JURASSIC
MARINE LIFE

Job Specification

- Title:** Front of House staff
- Reports to :** Management Team
- Location:** Kimmeridge, Dorset
- Hours of Work:** Zero hours contract managed via a rota. Working days will include weekends and Bank Holidays. Working hours are usually between 9.30am and 5.30pm however evening and early morning working may be required.
- Responsible for:** This role has no direct reports.

BACKGROUND INTRODUCTION

This collection of Jurassic marine fossils has been amassed over 40 years by Mr Steve Etches MBE who gifted it to the nation and the Trust in 2014 for the benefit of the nation. His wish is that it remains in the public domain in Kimmeridge, its natural home, for the benefit of all for ever. It is universally recognised as a unique collection of world importance.

The Kimmeridge Trust now owns and is responsible for the conservation and development of The Etches Collection of Marine Fossils through the operation of the museum which also serves as a community centre for Kimmeridge and the surrounding area.

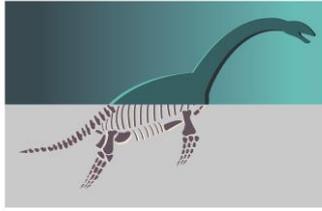
Funding for this £5M project to construct the building on its site and to install the exhibition was provided HLF (63%) with the balance from other stakeholders and the Trust, who are responsible for leading the development and its future operation.

The building is designed primarily as a museum with the ability to service the needs of a community centre for Kimmeridge and the local area.

KEY RELATIONSHIPS

- Visitor Services Manager
- Volunteers
- Trustees
- Village residents
- Visitors

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JOB PURPOSE

To operate the front of house admission and retail systems. The role holder has a degree of responsibility for the quality of the visitor experience, this includes ensuring all standard operating procedures are followed.

KEY TASKS

- Maximising income generation from visitors.
- Ensuring that visitor admissions operate efficiently and effectively.
- Implementing procedures to maximise Gift Aid donations.
- Ensuring that The Kimmeridge Trust delivers an exceptional visitor experience.
- Following standard operating procedures.
- Accountable for the premises and external spaces being clean and presentable at all times.
- Providing support at events as required.

This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. You may be required to carry out additional tasks within your capability and as necessitated by the organisation to meet the needs of the business.

PERSONAL ATTRIBUTES

- Team player
- Able to work on own initiative with limited oversight
- Dependable
- Flexible
- Customer focused
- Empathetic
- Enthusiastic and energetic
- Positive