



**Directorate:** Tyne and Wear Archives and Museums

**Division:** Communities

**Post Title:** Facility Assistant AA3737

**Evaluation:** 361 points

**Grade:** N3

**Responsible to:** Customer Service Officer

**Responsible for:** NA

**Job Purpose:** To undertake facilities duties to ensure the maintenance, security and safety of a designated TWAM venue

**Main Duties:** The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Carry out general building and maintenance services, such as cleaning, moving and arranging furniture and equipment for events, and dealing with contractors and deliveries.
2. Carry out construction work for displays and exhibitions, and assist with the moving and handling of collections and exhibits.
3. Carry out procedures for opening and closing buildings, securing buildings and their associated sites and activating /deactivating alarm systems.
4. Operate public address and CCTV and other IT equipment. Monitor displays and interactive exhibits and report defects to the Customer Service Officer. Assist with the environmental control and monitoring of galleries and collections.
5. Ensure safety of collections, exhibits and displays within venues.
6. To actively promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with TWAM Health and Safety Policies and Procedures.