



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

For the Gallery Interpreter role only.

- Effective verbal and written communication skills.
- Experience of working with diverse groups, across a range of ages and abilities, including experience of working with schools.
- Able to work on own initiative and with supervision and as part of a team.
- Good ICT skills including Microsoft Office packages.
- Excellent Customer Service Skills.
- Committed to Equal Opportunities & anti-discriminatory practice.

In addition for Assistant Learning Officer

- Demonstrable experience of working in learning within Museums, Art Galleries Cultural Venues, Science Centres or the Heritage sector.
- Experience of developing learning content to meet the needs of schools and/or other audiences in respect of art & design, history, science or a related subject.
- Able to undertake research, plan, deliver and evaluate learning activities, events and projects.
- Excellent organisational skills
- Commitment to learning from museum, gallery and archives collections.
- Ability to inspire confidence and support others.
- Enthusiasm and ability to work creatively.

Desirable

- Teaching, museum studies, community education, youth work, or other relevant qualification.
- Experience of delivering/planning large scale activities and events for family and adult audiences.
- Experience of working with families and groups in formal/informal settings
- Experience of co-ordinating activities for and mentoring young people
- Trained Arts Award Advisor

Part B

The following criteria will be further explored at the interview stage:

For Gallery Interpreter Role only

- Effective verbal communication skills.
- Experience of working with diverse groups across a range of ages and abilities, including experience of working with schools.
- Able to work on own initiative and with supervision and as part of a team
- Excellent Customer Service Skills.
- Committed to Equal Opportunities & anti-discriminatory practice.

In addition for the Assistant Learning Officer Role

- Demonstrable experience of working in learning within Museums, Art Galleries Cultural venues, Science Centres or the Heritage sector.
- Experience of developing learning content to meet the needs of schools and/or other audiences in respect of art & design, history, science or a related subject.
- Able to undertake research, and plan, deliver and evaluate learning activities, events and projects.
- Excellent organisational skills.
- Commitment to learning from museum, gallery and archives collections.
- Ability to inspire confidence and support others /mentor others.
- Enthusiasm and ability to work creatively.

Additional Requirements

- The job role will require the post holder to undertake some work at weekends, bank holidays as well as weekdays (typically during core working hours of 9am-5pm).
- Enhanced DBS Check required