



Job Description

Job title:	Museum Assistant
Hours:	Five days a week (includes some weekend, evening & outreach work)
Fixed term:	12 months
Salary:	£18,000 pa
Responsible to:	Director
Location:	Cambridge

Job Purpose

We are seeking a full-time Museum Assistant to join our fast-paced and enthusiastic team to play a vital role in the day to day operations of the museum.

Background

Established in 2006, the Centre for Computing History (CCH) is an educational charity (1130071) and not-for-profit company, which opened in Cambridge in August 2013. Its core purpose is to increase understanding of developments in computing over the past 50 years through exploring the social, cultural and historical impact of the Information Age.

Key Responsibilities and Result Areas

As a young and very active museum, each member of the team is involved in a wide range of duties. Your duties will include but not be limited to:

1. Opening and closing the museum
2. Archiving (including photography and research)
3. Conducting museum tours
4. Collections care and exhibitions management
5. Co-ordination of exhibit loans
6. Recording and evaluation of projects
7. Financial administration of specific projects
8. Occasional front of house duties
9. Maintenance of the display area
10. Donation management
11. Liaising with visitors
12. Develop interactive and other resources from the archive for museum display

Qualifications

- Good educational background
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Knowledge

- Good knowledge of the history of computing especially relating to the home computers of the 70s, 80s and 90s. A technical understanding would also be beneficial.
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Essential Skills & Competencies

1. Previous experience of archiving.
 2. Experience in developing and managing events.
 3. Ability to work under pressure.
 4. Good organisational skills.
 5. Good interpersonal and communication skills across all audiences.
 6. Ability to manage own time.
 7. Ability to work as part of a team.
 8. Passion for the subject!
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Job Demands

- The working week is from Wednesday through to Sunday with Monday and Tuesday off.
 - There may be some evening required and occasional working away from home for short periods at exhibitions. Time off in lieu will be given.
 - The post holder is required to carry museum objects, handling and outreach boxes.
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Applications

Email or post a CV (two pages max) plus covering letter outlining reasons for applying and which skills you will bring to the post.

Email: jobs@computinghistory.org.uk

Post: Curator, Centre for Computing History, Rene Court, Coldhams Lane, Cambridge CB1 3EW

Closing date for applications: 5pm on Monday 20th October

Interviews: week beginning 27th October

CCH is unable to reply to every application. If you do not hear from us within three weeks after the closing date, you should assume that you have not been short-listed for interview.

The post-holder will be required to undergo an enhanced DBS (Disclosure and Barring Service) check.

The Centre for Computing History is committed to equality of opportunity.