



JOB DESCRIPTION

JOB TITLE: Heritage Engagement Assistant

RESPONSIBLE TO: Heritage Engagement Manager

Main purpose of Role:

This fixed term appointment offers invaluable experience of working in a major institution, learning about a blended heritage and arts offer.

The role will have the opportunity to learn about the development and delivery of learning and participation programmes, active community engagement, volunteer management, project management and evaluation. Over the course of the year, the assistant will receive specific and on the job training to enable them to contribute to the delivery of the *Protecting and Sharing the Heritage of Britain's Oldest Theatre Project* and to develop skills that will enable entry into a career path in the cultural, heritage or arts sector.

Main Duties:

- Engage with the development and delivery of the Heritage in Focus Public Programme
- Learn about working and consulting with community partners to produce public programmes
- Assist in the management of our expanding team of volunteers
- Work with staff at the Theatre Collection to understand the collection management process, to identify material for digitisation and to research and select content for use with specific audiences like schools and families
- Develop content for family based workshops and school learning resources
- Support the delivery of workshops, activities and events
- Learn about project management of heritage projects including monitoring and evaluation

General:

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all BOV policies including Equal Opportunities, Health & safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required



Person specification:

- Applicants should demonstrate an understanding or a passion for the arts, humanities, heritage or related subject area.
- They should be personable, adaptable and flexible and be willing to work on evenings and weekends occasionally if required.
- The placement requires good problem-solving skills and the basic ability to carry out tasks efficiently and effectively.
- The applicant should be committed to creating accessible heritage learning experiences, which meet the needs of the diversity of the Bristol community, and understand the importance of wide access to heritage archives and collections. The successful applicant will need to demonstrate good learning skills with a strong motivation to develop a career in heritage with the ability to work effectively both alone and as part of a team.

TERMS AND CONDITIONS

Contract:	Fixed Term (12 months)
Salary:	£15,000 per annum
Hours:	35 hours per week (not including one hour for lunch) with occasional weekend and evening work required by arrangement with your manager.
Holiday/leave:	5.6 weeks (including bank holidays)
Pension:	It is the law that, depending on your age and level of earnings, we may be required to automatically enrol you into a workplace pension scheme where both you and the company will be required to make contributions (auto enrolment pension scheme)
Probation:	Three months' probation period (during which there is one week's notice on either side)
Notice period:	One month's notice following successful completion of probation period

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic. NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.