



## **HERITAGE ASSISTANT Job Description (February 2019)**

Employer: Turner's House Trust

Address: Turner's House, Sandycombe Lodge, 40 Sandycombe Road,  
Twickenham, TW1 2LR

Accountable to: House Director

Contract: 1<sup>st</sup> February- 31<sup>st</sup> October, every Saturday and Sunday and half a day in  
the week to be discussed at interview

Salary: £10.55/hour

Starting Date: 1<sup>st</sup> February 2019

### **Purpose of the job**

Sandycombe Lodge, a small house in Twickenham, designed by the artist J.M.W. Turner for his own use, has undergone major conservation and opened to the public in July 2017. We are looking to employ a motivated, enthusiastic and flexible individual with an interest in the arts to provide weekend support in facilitating the efficient running of the house and assisting across a broad range of operational duties.

The conservation project has won a series of high profile awards and has had major media coverage. A strong team of volunteers has been recruited and contributes excellent stewarding, guiding and gardening skills.

**Please send CV and Covering Letter (no more than 1 page) to Ricky Pound [housedirector@turnershouse.org](mailto:housedirector@turnershouse.org) by 8<sup>th</sup> January 2019.**

### **Principal duties and responsibility**

1. To support the House Director and Activities Officer in ensuring that all services offered to the public are of a high standard.
2. To handle requests for group bookings to visit the house and to answer enquiries from the public and provide information.
3. To help administer the volunteer roster to ensure that the museum is always fully staffed.
4. To aid the monitoring and response to requests for the general information sent to the email inbox.
5. To perform front of house duties on occasion.
6. When required to provide general guided tours of the house to groups and visitors
7. To act as the designated key holder when required with duties to include the opening and closing of the museum and on occasion out of hours response.

8. Providing assistance to the Activities and Information Officer in implementing the Heritage Lottery activities plan as part of the Heritage Lottery Fund agreement.
9. Assisting with the promotion of Turner's House on social media.

### **Essential requirements**

Education to at least 2.2 degree level

Previous experience in working in a small to mid-sized historic property

Self-motivation and demonstrable initiative.

The ability to work independently or as part of a small team

### **Desirable**

Previous experience of handling historic objects

An interest in art and architecture

Previous experience of working with volunteers

Experience of working in a retail environment

### **Other information**

Turner's House is an equal opportunities employer. Applications are welcome from all.

Holiday entitlement is 28 days p.a., pro rata.

