



## Weymouth Museum Trust

Job Title	Front of House and Volunteer Manager
Responsible To	Museum Coordinator
Relationships with	Chair of the Trust; Museum Coordinator, volunteers
Contract	26 weeks – freelance
Hours	15 per week with possibility of additional hours according to seasonal/business demand'. (how the hours would be worked to be determined with the postholder)
Fee	£8,400

Note: this is a freelance role and you will be responsible for your own tax arrangements.

**Job Purpose:** This is a unique opportunity to manage and develop a newly established small pop-up museum with a voluntary front of house (FOH) team, ensuring high standards in customer care and visitor experience. You will be responsible for managing induction and retention of volunteers, helping with the recruitment, as well as assisting the museum generate income through customer-focused initiatives. The ideal candidate will have qualifications and / or work experience in a relevant field and, will be a natural people person, with great interpersonal skills.

The post would suit a recent graduate or a returner to work who is seeking a smaller number of hours. We are seeking someone who could make an immediate start.

### Main responsibilities

- Manage the pop-up museum and FOH volunteer team
- Oversee the delivery of visitor services ensuring high standards of customer care and visitor experience
- Oversee the volunteer shift booking and ensure maximum coverage, filling in where necessary
- Help to recruit, front of house volunteers
- Train and manage the volunteers

- Allocate and oversee volunteer tasks with a focus on visitor services
- Proactively engage with asking our visitors to contribute donations and ensure that volunteers do the same
- Ensure full health & safety procedures are adhered to during opening hours
- To assist occasionally with the set up and delivery of events
- To assist in marketing the pop-up museum and the promotion of museum events via Facebook and social media.
- Assist in managing overall adherence to health & safety procedures.

### **Previous experience preferred**

- Supervising/managing a team of volunteers in a busy environment preferably heritage related
- High-order people management skills including the ability to recruit, manage, motivate and develop a team of volunteers
- Excellent interpersonal skills including the ability to communicate clearly, lead and show tact and diplomacy when necessary
- Good administrative and organizational and communication skills.
- Approachable, friendly, outgoing and motivated.

### **Desirable experience**

- Experience of direct fundraising from individuals
- Promotion of an organisation via social media
- Welcoming visitors at a tourist attraction, or in retail and leisure.

How to apply: Please send your CV, including two referees and a covering letter outlining your suitability which highlights how your experience fits our role description to:

[weymouthmuseumchair@btinternet.com](mailto:weymouthmuseumchair@btinternet.com)

Closing date: 6pm on Thursday 28<sup>th</sup> August 2025

Encl: History and current position of Weymouth Museum

## **Update on the position at Weymouth Museum – August 2025**

Weymouth Museum Trust Ltd (a charity and limited company) was formed in 2010, and its role is to manage the Weymouth Museum. It consists of around 10 trustees from a variety of walks of life. It is advised by the County Museums adviser who attends board meetings, and we are supported by Dorset Council. The Museum is normally situated within the Brewers Quay building in Hope Square. However currently it is within two sites – an offsite store at the Granby and from June 2025 we have opened a small pop-up museum in the centre of Weymouth. The Brewers Quay building has been sold and within the agreement with the developer is a clause which commits it to providing a dedicated space for a new museum in the building. Brewers Quay will be closed for a further two years. We have good relationships with the developer, but a Heritage Lottery bid in 2024 was unsuccessful. We are currently revising this and have been encouraged by National Lottery to resubmit our application.

The Trustees remain very committed to the development of Brewers Quay but are also cognisant of the importance of keeping the idea and reality of a museum for Weymouth in the eyes of the population. As a result, they took the decision to open a pop-up museum in one of the empty shops in town. This opened on 28<sup>th</sup> June 2025. The Trustees have experience of doing this as a previous pop up which was highly successful.

We have drawn up a programme of exhibitions for the pop-up museum and this begins with an exhibition on our seaside heritage. The first display is on ‘Seaside Stories’ (including George III, sea-bathing and our seaside heritage and maritime industries) This complements activity by the Town Council to celebrate George III. The museum has run a competition for schoolchildren to raise awareness of the importance of George to Weymouth’s seaside heritage. It is also part of Weymouth celebration of having been awarded a town of culture grant. We ran a highly successful Weymouth Dipping Day – a video of which can be seen at <https://www.portlandweymouthculture.com/videos>.

In October we intend to display railway history as part of the National Railway 200 celebrations. Further on in the year we intend to use posters from the Pavilion Theatre of their past shows to tie in with their film festival.

Later in the year we plan a much bigger Brewery Exhibition as we have a large collection from the Devenish and Groves Brewery to where we hope to return.

In ~~late August~~ and September for Architectural Heritage Week we plan to display paintings and drawings from the Eric Ricketts collection. This is an important collection which has recently been donated to us. It shows all his original drawings of mediaeval Weymouth and Weymouth through the ages which he used when he wrote his four-volume history of Weymouth.

In addition, we have been liaising with the Seaside Heritage Network which led walks in Weymouth on 27<sup>th</sup> and 28<sup>th</sup> June, with a talk by Allan Brodie for our benefit on Friday 27<sup>th</sup> June. We have now a programme of seven further talks.

We are furthering community engagement with Weymouth Library who wish to have displays from our collection. An earlier display late last year was highly successful.

We work with a variety of partners and freelancers and our Museum Co-ordinator is employed on this basis. She is central to our work.

Although our collection remains in storage we continue to work on it, collecting, safeguarding it and researching the history of Weymouth. We have a complete forward plan which includes activities such as completing the collections' rationalisation project, disposing of items not relevant to Weymouth and acquiring new items in unrepresented areas. We also intend to complete the updating of the collections database, to enable better exhibition planning, to research the provenance of the collections and donor details to provide a richer storyline and to investigate important areas of Weymouth's history which are not represented in the collections.

Marcia Headon

Chair of the Board of Trustees