



JOB DESCRIPTION

Job Title: PA to the Director of the Museum of Childhood

Division: Learning and National Programmes

Department: Museum of Childhood

Reporting to: Director, V&A Museum of Childhood

BACKGROUND

The Victoria and Albert Museum (V&A) is the world's leading museum of art, design and performance. We enrich people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world.

The Museum of Childhood (MoC) in Bethnal Green is part of the V&A family of Museums and the UK's National Museum of Childhood. It is the largest institution of its kind in the world; its mission is to explore art, design and performance through the material culture of childhood and to hold in trust the nation's childhood collections.

It holds the foremost collection of childhood material in the UK, comprising over 35,000 objects ranging from the 16th century to the present day. It has a broad reach, covering all aspects of childhood and is also rich in the diversity of its media.

Alongside the permanent collections, the MoC delivers a programme of temporary exhibitions and displays, and comprehensive Learning and Community programmes for schools, families, community groups and adults, including a number of academic partnerships with other institutions. We aim to be accessible to a wide and diverse audience and received over 430,000 visitors in the last financial year.

PURPOSE OF THE JOB

The Assistant to the Director provides extensive support to the Director of the V&A Museum of Childhood in a wide variety of tasks, enabling her to undertake her role effectively in delivering projects and in developing the Museum's strategic direction and profile. The post-holder also works with staff across the Museum in a number of areas and undertakes a range of general administration duties

MAIN TASKS

PA to the Director of MOC

- Provide administrative support to the Director including: diary management; responding to telephone calls and written correspondence; setting up meetings; arranging travel; typing; filing; preparing and proof-reading reports and other documents.

- Provide comprehensive written or verbal briefings to ensure the Director is fully prepared for meetings, events and other engagements.
- Manage and act as Secretary for the Museum's Trustees' Committee by arranging meetings, preparing and distributing agendas and papers, taking and typing minutes, and liaising with Committee members when necessary.
- Prepare regular reports in consultation with colleagues when requested such as the V&A Director's Report for V&A Board of Trustees and V&A committees including V&A UK, Research, International Strategy, and Public Programme.
- Undertake research when requested by the Director for exhibitions, talks and presentations, and the planned capital developments.

Advocacy

- Maintain the best possible relationships with the Museum's key internal and external stakeholders and clients through effective liaison and communication.
- Help to identify key stakeholders, organising visits, meetings or events when requested.
- Assist with the organisation of Museum events.

General

- Carry out the Museum's essential administrative duties including ordering and maintaining office supplies and equipment
- Manage projects and undertake duties with other members of staff as requested by the Director.
- Be responsible for the Museum enquiries emails.
- Compile and maintain a list of all the Museum's AV equipment, and ensure borrowing procedures are adhered to by all staff
- Be committed to health and safety and ensure familiarity with all of the museum's health and safety policies and procedures.
- Be security conscious, ensure familiarity and cooperation with all Museum security procedures and ensure you wear a security pass at all times when on Museum premises.
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect and dignity, and actively contributing to developments that support the Museum's strategy for widening access, inclusion and diversity.
- Carry out ad hoc duties as requested by appropriate managers within the Museum.

PERSON SPECIFICATION

Essential Requirements

1. Active interest in the Museum's collections and its programme.
2. Experience of working in a busy office environment and of providing support at senior management level.
3. Experience of establishing and maintaining administrative systems and procedures, and of problem solving.
4. Exceptional organisational skills and attention to detail.
5. Ability to prioritise workload and manage a number of tasks simultaneously, often to tight deadlines.
6. Exceptional verbal and written communication skills and a high level of numeracy.
7. Strong research skills with the ability to precise detailed information.
8. Ability to deal effectively with a wide range of people at different levels from both inside and outside the Museum.
9. Ability to exercise appropriate diplomacy, discretion and confidentiality where necessary.
10. High level of computer literacy, with a sound knowledge of Word, Excel and PowerPoint, and the use of email, internet and social media.

Desirable Requirements

1. Awareness of and active interest in the V&A's profile and programming.
2. Awareness of the museums, arts and creative industry sectors.
3. Educational qualification in a subject relevant to the Museum's collections or key themes.
4. Previous experience of financial procedures.

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £21,866 - £25,749 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – contacthr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is Midnight Monday 2 July 2018

Interviews will be held week commencing 9 July 2018

Interview expenses will not be paid unless there is a prior agreement.