

Facilities and Installation Manager

Full time post including some weekend work

£24,000 per annum

Banbury Museum is a family friendly museum located in Banbury town centre next to the idyllic Canal side. We are looking for an experienced Facilities Manager to maintain the Museum to a high standard ensuring it is safe for staff and visitors alike. This post will also need to have experience of assisting with the installation of exhibitions

Due to the nature of the work, the successful candidate needs to be flexible with working hours and available to work some weekends, late nights and early morning starts to facilitate contractors.

The individual will be involved in a range of duties including:

- Day to Day maintenance of the Museum including repairs, painting and decorating and simple DIY tasks.
- Working with onsite contractors and cleaners to ensure work is completed to a high standard
- Acting as the Museum Health and Safety representative, assisting with weekly checks and Fire Tests.
- Maintaining storage areas across the Museum ensuring they are kept clean and organised.
- Assisting in the installation and physical delivery of exhibitions to a high standard
- Opening and closing the Museum when required and covering the Museum for evening booking.

This is an interesting and varied job for someone with Facilities, Installation and DIY experience. The individual who takes on this role will be trained in the ways of the Museum, but they must be IT literate, an effective communicator, have some knowledge of Health and Safety and be prepared to take on the maintenance and physical aspects of the role.

You will be joining a motivated and enthusiastic team working in a high profile environment. To apply – please send your CV with covering letter to the Director of Operations below:

sharon.denton@banburymuseum.org

Closing date: March 8th 2019

Interview date March 21st 2019
