

## BMM Volunteer Role Description: **Museum Manager**

**Title of role:** Museum Manager

**Location:** Bath Medical Museum

**Work hours:** 10 hrs approx. per week, flexible location

**Reporting to:** Director



### **Role activities, tasks and objectives:**

- To manage the development and administration of Bath Medical Museum.
- To assist the Director with the creation and development of, and manage the implementation of, the museum's policies, plans, strategies and procedures.
- To manage and oversee the maintenance and use of the museum's systems.
- To line manage the Museum Services department and team of volunteers.
- To provide the Director with relevant reports on museum activities and developments.
- To assist the Director with the administration of HR and volunteer management.
- To liaise with the Marketing Coordinator and external media, including newspapers, radio and TV companies regarding promotion of the museum.
- To manage the museum's public enquiries communications, specifically via the public enquiries email address and the museum's dedicated phone line.
- To advise on any administration matters when coordinating with other museum departments.
- To fulfil responsibilities as specified in the Museum Guide Role Description if ever working in the BMM during museum opening hours.

All museum volunteers are expected to engage positively and appropriately with museum visitors and members of the public, as well as fellow museum volunteers, and to adhere to the museum's Code of Conduct as set out in the Volunteer Policy. There is no specific dress code, however all museum volunteers are expected to dress appropriately for the environment in which they work.

### **Organisation:**

The Museum Manager role is just one of many ways to get involved with Bath Medical Museum, which has a friendly and hardworking group of volunteers who manage the Museum, welcome our visitors, manage our collections and put together our Events and Exhibitions. From our Museum management team to our Board of Trustees, our volunteers play a vital role in helping us maintain our collections, engage with and educate our visitors, and build support to help us continue our mission. There are plenty of ways you can volunteer with BMM, no matter your age, background or experience.

### **Person Specification:**

An ability to demonstrate some experience and/or knowledge of management and administration would be desirable. An interest in medical history would also be desirable.

If you are interested in joining our volunteer team at BMM please email us at [enquiries@bathmedicalmuseum.org](mailto:enquiries@bathmedicalmuseum.org) and put 'FAO: Director' in the subject header.