**Job Description : Learning and Liaison Officer**

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| **Position: Learning and Liaison Officer** |

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| **Responsible to:** The Management Committee |

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| **Job Purpose:** Facilitate learning experiences at Crawley Museum and Ifield Watermill, including school visits, community groups and exhibition content |

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| **Name:** |

PRINCIPAL RESPONSIBILITIES

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| **1.** | Manage school and other group visits to Crawley Museum and Ifield Watermill. To include overseeing the booking process, facilitating sessions and developing new sessions as required. |
| **2.** | Prepare educational materials relating to museum and watermill exhibitions. |
| **3.** | Facilitate outreach sessions for community groups, schools and other organisations. |
| **4.** | Assist the curator with community involvement in the temporary exhibition programme. |
| **5.** | Provide administrative support to the museum’s Community Panel. |
| **6.** | Provide relevant content for museum website and social media |
| **7.** | To unlock and lock museum building as required (shared responsibility with curator) |
| **8.** | Oversee provision of creative activities in the Learning Space at Crawley Museum |
| **9.** | Provide a brief report on activities for Management Committee meetings. |

NOTES

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| **Learning & Liaison Officer**  is appointed by The Management Committee.  The post holder reports to the Chair of Trustees, who is their line manager.  The role is currently 15hrs a week. The work pattern can be flexible and will be agreed via discussion with the curator. |