



The West House And Heath Robinson Museum Trust Recruitment Of Operations Assistant 2023

BACKGROUND INFORMATION

The West House and Heath Robinson Museum Trust is a partnership between the West House Trust and the William Heath Robinson Trust. It exists to bring to public attention the work of William Heath Robinson, one of the 20th centuries most prolific and well-loved cartoonists. The Trust is a registered charity and company limited by guarantee. The William Heath Robinson Trust holds a collection of more than 1000 original Heath Robinson works and artefacts and holds the largest collection of the artist's work in the world.

The William Heath Robinson Trust has loaned works for Heath Robinson exhibitions to other UK museums, including the Laing Art Gallery in Newcastle, the Derby Museum, and Mottisfont Abbey in Hampshire, which have been very well received. The Museum's development has been supported by Harrow Council as well as by numerous other institutions and Patrons.

The National Lottery Heritage Fund awarded in December 2013 a grant of £1.13m to build the Heath Robinson Museum, with partnership funding of £430,000 to be raised by the Trust. The NLHF made a further award in 2015 of £171,000 to meet rising building costs. The Heath Robinson Museum opened its doors in October 2016 and is now open to the public 4 days a week: Thursday-Sunday 11am-4pm and Bank Holiday Mondays. The Museum has a thriving schools programme and its events and workshops cater to both adults and children.

The Heath Robinson Museum has a small team of staff and a large body of active volunteers who are pivotal in the running of the museum. The Trust wishes to recruit a part-time Operations Assistant to assist the Museum Manager in the day-to-day operations of the museum. We would like the Operations Assistant to start as soon as possible.

The Operations Assistant will be responsible for managing our team of front of house volunteers, overseeing day-to-day museum operations, managing group visits and developing West House lettings. The role provides an exciting opportunity to work with the Museum Manager to build on progress already made developing the Museum by the existing team of staff and volunteers.

This post is a fixed term contract for 12 months, with the possibility of extension. The post holder is expected to work 32 hours per week across 4 days; to include regular weekend working, some Bank Holiday Mondays, and evenings as required. Core working days are Thursday – Saturday with one other day to be arranged in discussion with the Museum Manager. Please note that as this job involves being duty manager, it is not suitable for home working and must be carried out onsite.

More information about the Trusts and the Museum can be found at:
Heathrobinsonmuseum.org
Heathrobinson.org

To apply: Please fill out an application form and email to welcome@heathrobinsonmuseum.org
CV's will not be accepted.

The closing date for applications is Monday 20th February, 9am.
Interviews are expected to take place in Pinner week of 27th February 2023.