



Contract Role: Operations Assistant at the British Museum of Food's Scoop: The Wonderful World of Ice Cream

Contract type: Fixed-term freelance contract for three months (part-time)

Location: Gasholder, Kings Cross, London (7-minute walk from the station)

Reports to: Operations Manager

Day rate: £100 - £120 per day depending on experience

Operational responsibilities

- Assist the Operations Manager with day-to-day running of the exhibition
- Support the Operations Manager in ensuring that the exhibition is safe and welcoming for visitors
- Provide cover for the Operations Manager's days off
- Assist in administration for the building, facilities and front-of-house operations
- Ensure every guest is treated equally and specific visitor access requirements are catered for appropriately

Team management responsibilities

- Assist in active FoH recruitment and training of new staff
- Assist in creating staff rotas and shift covers in the event of illness or changes to availability
- Assist in the preparation of daily staff briefings
- Ensure the team comply with legislation regarding licensing law, H&S and fire safety
- Support to long-term ambition of the museum and instil this vision in staff and their approach to working at the exhibition

Venue management

- Conduct daily routine site checks to maintain a tidy, ordered and well-run space
- Staffing FoH as and when required
- Assist in managing the security of the premises, exhibition spaces, products and stock
- Assist in daily maintenance, facilities and technical troubleshooting
- Assist in onsite venue logistics in preparation for private views and special events
- Manage and liaise with external suppliers and contractors when necessary

Financial responsibilities

- Assist in compiling weekly financial reports for box office tickets, shop and café sales
- Make weekly bank runs to deposit cash takings and petty cash
- Assist in financial administration of staff wages

- Perform daily stock checks in the shop and café

Administrational responsibilities

- Respond to all visitor and museum enquiries by phone, email and in person
- Provide a professional and helpful enquiries service, ensuring that all enquiries are dealt with promptly and effectively, or directed to the appropriate team
- Play an active part in setting up new record keeping and reporting systems for administrative and financial purposes
- Support the Operations Manager in visitor data handling in light of GDPR legislation
- Undertake any other appropriate tasks and duties as required

Specific requirements

- Be available to work to work 45 days across the 3 months including some weekends
- Due to the nature of the role, there will be some evening work. We are open to discussion about hours where more flexibility is required.

How to apply

If you are interested in applying for this position, please email bmofopportunities@bompasandparr.com with 'BMoF Operations Assistant' in the subject heading.

Please include the following in your application:

- A copy of your current CV
- A short introduction about yourself and why you think you are suitable for the contract role

Interviews will be held on 29th & 30th May 2018 at Bompas & Parr's Studio in Bermondsey, South London.