

Jim Clark Motorsport Museum, Duns Front of House/ Retail Supervisor

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- £10.63 - £11.82 per hour (Grade 4)
 - 18 hours per week
(April to November – seasonal)

Job Ref: 0402

Would you like to be part of the team promoting one of the great racing drivers of all time?

We are looking for dynamic, driven and confident people to join the team celebrating the inspirational life and career of one of motorsports most influential characters, in the picturesque town of Duns. The Jim Clark Motorsport Museum is set to reopen following a £1.6m refurbishment project.

We are seeking to recruit a seasonal Front of House/ Retail Supervisor to lead our friendly team providing our visitors with five star service at the relaunch of a busy and contemporary visitor attraction and beyond.

You will have experience of leading a team and working in a professional retail environment. You will be customer focused, with a friendly and approachable manner as well as an eye for detail. Principal duties include preparing staff rotas, ensuring staff are trained appropriately, reporting and analysis of financial data in relations to the retail offer. A keen interest in Jim Clark and local history would also be a bonus.

Other duties include assisting with the day-to-day operation of the museum, ensuring exhibition, sales and retail stock items are presented to a high standard. The post involves light cleaning duties along with an element of security and key holder duties.

This is a seasonal post from April to November. Hours will be worked as half day shifts from Monday to Sunday and there will be regular weekend working required.

If you would like a job application pack, please contact recruitment@liveborders.org.uk and quote Job Reference 0402. Closing date – Monday 27 May 2019 at 17:00. Interviews will take place in early June. Please note appointment will be made at the bottom of the scale.

This £1.65m project is supported by National Lottery Heritage Fund and is a partnership project with Scottish Borders Council, The Jim Clark Memorial Trust. The successful applicant will be a Live Borders employee.