



Front of House Assistant (Museums and Galleries)

- **Coldstream**

These posts are Seasonal from 20/7/2022

£9.90 p/h

Casual

Job Ref 0673

We are seeking to recruit casual Front of House Assistants to supplement our core staff who work in our friendly teams providing our customers with a flawless service at our museums across the Scottish Borders. You will be customer focused, with a friendly and approachable manner as well as an eye for detail. Principal duties include covering reception and welcoming visitors, ensuring that they have an enjoyable and informative experience. Hours of work are based on an ad hoc basis covering annual leave, sickness and busy times during high season (April to October).

Cover has been split into area/localities but if applicants are willing to travel they will be considered for several museum sites. Other duties include assisting with the day to day operation of the museum including taking bookings and processing sales, ensuring exhibition, sales and retail stock items are presented to a high standard. The posts involves light cleaning duties along with an element of security and key holder duties.

Closing Date: 30 June 2022

Interviews: TBC

We are committed to fair pay, and offer generous annual leave, as well as a number of other staff benefits. To find out more please see <https://www.liveborders.org.uk/get-involved/jobs/>

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