



Manor House, Church Street, Littlehampton, West Sussex BN17 5EW
Telephone: 01903 732063, Facsimile: 01903 731690
ltc@littlehampton-tc.gov.uk, www.littlehampton-tc.gov.uk

MUSEUM SATURDAY ASSISTANT

Part time 5 hours per week

NJC Scale 2 SCP 4
£18,933 per annum (£2,558 pro rata)
£9.81 per hour

Littlehampton Town Council is seeking to appoint a Museum Saturday Assistant. The applicant will be required to provide a reception service for the Museum and Town Council offices including answering the phone, responding to emails and visitor enquiries. Tasks including assisting with exhibitions, events, answering research enquiries and working on collections documentation tasks. They will be required to work flexibly, and to work within a small team of Museum staff and volunteers.

The successful applicant will have good communication and ICT skills. They will need to have the ability to use their own initiative and work independently as well as work as part of a team.

For an application pack, please contact – Littlehampton Town Council, Manor House, Church Street, Littlehampton, West Sussex, BN17 5EW. Tel: 01903 732063 or you can download an application pack from our website at www.littlehampton-tc.gov.uk

For further information, contact: Charlotte Burford, Museum Curator on 01903 732063.

Only completed application forms will be considered for this position and only applicants invited for interview will be contacted.

Closing Date: Monday 24th May 2021 at midnight

Interview Date: Friday 28th May 2021