

JOB DESCRIPTION

JOB TITLE: Learning and Audiences Officer

REPORTING TO: Curator

DIRECT REPORTS: None

LOCATION: The Black Watch Castle and Museum

PURPOSE OF JOB

To take the lead on developing new and existing audiences for the Museum in order to increase access to and engagement with our collection and events programme

The delivery of a high quality learning service to the public, including to local and regional schools.

MAIN DUTIES AND RESPONSIBILITIES

Under the supervision of the Museum Manager, the main duties of the Learning and Audiences Officer are:

- To develop, manage and implement informal learning at the Museum, i.e. Family Activities and Outreach Activities
- To develop, manage and implement events at the Museum, i.e. family events, Festival of Museum, Open Doors, and our Winter Lectures Series.
- To develop, manage and implement formal learning at the Museum, i.e. hosting school groups, youth groups; developing teacher's packs and other schools resources; and developing loans kits.
- Discover new ways to interpret the collections to engage with new and existing audiences.
- To manage the Volunteer Programme at the Museum and ensure it is fit for purpose.
- To support marketing activities by contributing to social media content relevant to your role.



Other Duties and Conditions of Service

The post holder is expected to work to further the mission and aim of The Black Watch Museum, and to comply with the company's policies and procedures.

This is not an exhaustive list of responsibilities and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

This job description will be reviewed periodically and The Black Watch & Castle Museum reserves the right to vary the duties within the job description in line with the needs of the business.

I acknowledge the receipt of the above job description:

Name: Signature: Date:

