



Malton Museum CIO

Museum Office Coordinator (12 months temporary post)

Salary £26 per hour for 32 hours per month (360 hours per year)
self employed

We are looking to recruit an experienced office coordinator to help manage our very ambitious and successful museum.

You will help coordinate the Museum's activities, including:

- the management of the content of the Museum web site,
- manage our enthusiastic and committed volunteers
- manage our data bases
- monitor our extensive programme of activities and communications
- You will also support the Trustees in the development of the Museum.

A full role description is available, to obtain a copy and indicate your expression of interest contact:

maltonmuseumoffice@gmail.com by 31st May 2024.

Interviews will be held on Wednesday 12th June at Malton Museum