



**Front of House Hosts**

**Assignments via**

**Temporary Employment Service (TES)**

**Variable Hours opportunities until 26th April 2020**

**Minimum 13 hours per week, maximum 36.5 hours per week**

**Hourly rate: £10.00 per hour**

*These assignments will be administered through the University of Cambridge Temporary Employment Service (TES) and will be based at The Fitzwilliam Museum.*

The Fitzwilliam Museum is looking for team players who love working with people have excellent visitor/customer services skills and experience, ideally gained in a museum, arts, heritage, tourism or retail setting.

You be will part of the Museum’s visitor host team, providing an excellent welcome to all the Museum’s visitors and users. From school groups and tourists to museum aficionados and visiting scholars you will help to ensure all our visitors have a great experience and get the most out of their visit. You will ensure high standards of communication with our visitors, being clear, consistent, welcoming and friendly, from the moment they arrive to when they leave.

You will be required to work Saturdays and Sundays as part of our seven-day rota pattern. There will also be a requirement to provide cover for evening and other out-of-hours events. A number of hours and patterns are available.

**We are particularly looking for**

* A flexible customer focused approach, with high standards of visitor service
* Excellent people skills, enabling strong relationships, both externally and internally
* Excellent communication skills, both verbal and written
* The ability to be welcoming and friendly while ensuring a safe and secure environment for people and collections

**Method of Application**

*Interested candidates should send their CV to visitorservices@fitzmuseum.cam.ac.uk by 12 midnight on 10th October 2019 providing a CV and letter of interest in support of your application. Subject: Temporary Gallery Attendants at the Fitzwilliam Museum*

**Closing date for applications: 10th October 2019 at Midnight**

**Planned recruitment sessions: 16th & 17th October 2019**

Any queries should be directed to recruitment@fitzmuseum.cam.ac.uk or Tel: 01223 764840.

Offers of assignment will be conditional upon the satisfactory outcome of a Security check. Whether an outcome is satisfactory will be determined by the University.

*The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.*

*The University has a responsibility to ensure that all employees are eligible to live and work in the UK.*