



Farmland Museum Weekend Assistant Role Description 2025

Denny Abbey and The Farmland Museum is seeking a Museum Assistant to join the team for the 2025 season. The postholder will act as the first point of contact to welcome visitors to the museum, provide administrative support with the general running of the museum and occasionally take on some duty manager responsibilities.

Working mainly in the museum admissions kiosk and shop, the Museum Assistant will be a key part of our small museum staff team, helping with the day-to-day operation of the museum, delivering events and providing exceptional customer service to all our visitors.

Hours: 16 hours per week minimum.

Contract length: This is a temporary role until 2 November 2025.

Work Pattern: Usually Saturday and Sunday, with additional hours potentially available on bank holiday and in school holidays.

The Museum is open to the public every Thursday to Sunday and Bank Holiday Monday from 10am to 4pm between March and October. Every Wednesday is volunteer day.

Location: Denny Abbey and The Farmland Museum, Ely Road, Waterbeach, Cambridgeshire, CB25 9PQ

Salary: £12.21 per hour

Benefits:

- Holiday pay at 12.07% (equivalent to 5.6 weeks' paid annual leave per year).
- Discount in the museum shop and café
- Free parking on site
- Free admission to the museum for family members

Responsible to: Museum Manager

Responsibilities of the role:

- Welcome visitors, sell tickets and process admissions.
- Provide information on Denny Abbey and The Farmland Museum, answering visitor questions and queries.
- Open and lock museum buildings at the start and end of each day (including some heavy barn doors).
- Process payments and cash up the till.
- Sell gift shop products, maintain stock levels and display merchandise.
- Support the café team at busy times.
- Provide support with the organisation of events, group visits, site hire and room bookings.
- General housekeeping duties to ensure the public areas of the site are safe and clean.
- Occasionally supervise volunteers.
- Liaise with contractors and museum stakeholders, including English Heritage and Museum Trustees.
- Other general administrative duties as required.

Person Specification:**Essential knowledge and experience**

- Customer service experience.
- Interest in history and heritage.

Abilities and aptitudes

- A flexible approach to work, with a can-do attitude and willingness to 'pitch in' and get things done.
- Ability to work unsupervised to a high standard.
- Literacy and numeracy skills.
- IT skills.
- Friendly and approachable.

Desirable knowledge and experience

- Experience of working in a museum.
- Experience of working with volunteers.

Additional information:

- The museum is best accessed by car with very limited public transport connections. Applicants should consider how they will access the museum.

How to Apply

To apply, please send a CV and cover letter outlining your suitability for the role and how you meet the person specification to info@farmlandmuseum.org.uk.

If you have any questions or would like an informal discussion about the role, please contact info@farmlandmuseum.org.uk. We hope to appoint as soon as possible, so applications are welcome immediately. This role will remain open until we have appointed.