



CHETHAM'S LIBRARY

Chetham's Library was founded in 1653 and is the oldest surviving public library in the English-speaking world. It is located on the first floor of College House, a medieval sandstone building in the heart of Manchester's Medieval Quarter, and attracts readers and visitors from around the world.

Visitor Services Assistant

Part-Time - 360 annualised hours (plus ad hoc as required)

Hourly Rate £10.61 (subject to September 2018 pay award)

We are looking for a Visitor Services Assistant to support us in the delivery of a busy programme of tours, events and activities at Chetham's Library and College House, offering a world-class welcome and inspirational experience to our readers and visitors.

This is an outward-facing front of house role, and we are looking for someone with energy and motivation who will share our passion for the historic building and its collections. The successful candidate will assist with all aspects of visitor operations and will be able to inspire and engage a diverse group of visitors, volunteers and audiences.

We share our site with Chetham's School of Music, and the successful candidate will be responsible for maintaining robust safeguarding procedures at all times. This active, visitor-focused role involves a significant amount of time spent out of doors welcoming visitors and tour groups, and supervising volunteers. The role will involve regular Saturday and evening work, and will require a commitment to flexible working hours.

Application deadline | 9am Thursday 18 October 2018
Interviews | w/c 5 November 2018

A detailed job description and information about how to apply can be found at
www.chethams.org.uk/about/vacancies

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Reg. Charity No. 526702