



# 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 - Chetham's Library and College House**

**Part-Time Ad-Hoc Role  
Hours to be agreed with Head of Department**

**Hourly Rate £10.98**

We are looking for a Visitor Services Assistant to support us in the delivery of a busy programme of events and activities at Chetham's Library and College House, offering a world-class welcome and inspirational experience to our 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. 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 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 Monday 1 April 2019  
Interviews | 16/17 April 2019**

**A detailed job description and information about how to apply can be found at  
[www.chethams.org.uk/about/vacancies](http://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