

## **The Sedgwick Museum of Earth Sciences**

The Sedgwick Museum of Earth Sciences is part of the University of Cambridge's Department of Earth Sciences. It houses a globally important collection of over 1.5 million fossils, rocks and minerals as well as an extensive archive. It is used for research and teaching as well as being open to the general public and receives over 90,000 visits each year.

The Museum was founded on the 17thC collection of Dr John Woodward: 9,400 rocks, fossils minerals and archaeological artefacts were bequeathed to the University in 1728. Today the collections include palaeontological specimens, petrological hand specimens, thin-sections, minerals and building stones as well as an important archive. The collections are spread across three sites: the Sedgwick Museum, A.G. Brighton Building and High Cross Rock Store. They provide the raw materials for research ranging from the palaeobiology of dinosaurs to the melt generation processes in the Earth's crust and mantle. All of the Museum's collections are designated as being "of national and international importance" under Arts Council England's Designation Scheme.

<http://www.sedgwickmuseum.org/>

### **The role: *Museum Education Assistant***

The Sedgwick Museum is looking for a team member in the new role of Museum Education Assistant. This part time role will provide key support to the Education Manager in working to fulfill a core aspect of the work of the Sedgwick Museum - to be a place of learning and inspiration to all.

The Museum Education Assistant will support the Education Manager in the development and provision of educational services, and contribute to the day to day running of the museum as a public place of lifelong learning throughout the year.

The role holder will spend the majority of their time organising, promoting and delivering teaching to diverse audiences, with an emphasis on school groups during term time and family audiences at other times in the year. They will work closely with the Education Manager to develop new learning resources to support their teaching. The role holder will maintain the learning resources available to visitors, and be responsible for the administrative work required to promote and maintain a friendly, efficient and effective education service for the Sedgwick Museum. This role will include some collaborative working with colleagues in other University of Cambridge museums to develop new and innovative learning opportunities across our collections.

The role also includes working alongside all other staff in the museum to ensure that the building and the collections are accessible to visitors 6 days per week and as a Duty Manager will have health and safety, security and key-holder responsibilities for the building.

#### **Skills/Experience**

Applicants must be excellent communicators with the ability to work well within a team. Experience of teaching in a museum setting is essential, as is extensive scientific knowledge - ideally including a good understanding of geology. Creativity, imagination and demonstrable

experience of creating learning resources for specific audiences and delivering outreach activities in a variety of settings are also key attributes for this role.

This is a part-time post equivalent to 3 full days/week, we anticipate that the hours will normally be concentrated over 3 days but may entail occasional Saturday working on a rota.

## Role Purpose

The role of Assistant Education Officer will provide key support to the Education Officer in working to fulfil a core aspect of the work of the Sedgwick Museum, to be a place of learning and inspiration to all.

The Assistant Education Officer will support the Education Officer in providing availability and contact for educational services, and contribute to the day to day running of the museum as a public place of lifelong learning throughout the year.

The role primarily supports the work of the education service. The role holder will spend the majority of their time organising, promoting and delivering teaching to diverse audiences, with an emphasis on school groups during term time and family audiences at other times in the year. They will work closely with the Education Officer to develop new learning resources to support their teaching. The role holder will be responsible for maintaining existing learning resources available to visitors, and be responsible for the administrative work required to promote and maintain a friendly, efficient and effective education service for the Sedgwick Museum. Within this role there will also be some collaborative working with colleagues in other Cambridge University Museums to develop and offer new and innovative learning opportunities.

The role also includes working alongside all other staff in the museum to ensure that the building and the collections are accessible to visitors 6 days per week and as a Duty Manager will have health and safety, security and key-holder responsibilities for the building.

## Main Responsibilities

	<b>Key duties and responsibilities</b>	<b>% time spent/ frequency</b>
1	<b>Development, Planning and Delivery of schools and lifelong learning education programmes</b>	40%
	<p>Teaching and leading of activities for diverse groups of learners from across the local and regional community. During term time this will focus on addressing the needs of school groups. Other times the focus is on working with lifelong learning audiences, particularly families.</p> <p>Most teaching is based in the museum's gallery space, but may be extended into other spaces within the Department of Earth Sciences. Outreach work will also take the role-holder into different venues including classrooms in schools and community centres.</p> <p>The role holder will undertake some research and network as appropriate to inform their subject area knowledge, deeper understanding of the collections and best practise with respect to teaching and learning initiatives and collaborative learning</p>	
2	<b>Preparation and Production of Educational Materials</b>	20%
	<p>The role holder produces materials to support learning in particular for school groups (materials for both teachers and pupils) and families. This includes production of worksheets, information sheets and activity boxes for use both in the museum and outside e.g. in classrooms &amp; community venues.</p> <p>Responsible for ongoing care and maintenance of gallery activity boxes and activities and maintaining supplies of learning materials available to visitors and for teaching use.</p> <p>Contributes text and images to blog and social media, helps to</p>	

	<p>maintain content of Education section of website.</p> <p>Helps to produce and maintain loan boxes of objects from handling collection.</p> <p>Assists with content of temporary exhibitions when required.</p>	
4	<b>Administrative Duties</b>	20%
	<p>Dealing with phone and email enquiries regarding the education service. The role holder will be responsible for managing bookings for the education service (school visits, public learning events, and use of loan boxes.)</p> <p>Maintaining statistics for Education service visits and uptake of loans service and reporting to Education Officer and museum Administrator.</p> <p>Assisting with evaluation and documentation of education service.</p> <p>Record keeping and report writing for all activities as required.</p>	
6	<b>Marketing and promoting events and educational services</b>	10%
	<p>Responsible for providing marketing support including development and production of materials (leaflets, flyers, posters, website content, social media content) relating to education services and events.</p> <p>Liaises with the museum Administrator regarding social media and marketing strategy.</p> <p>Ensures website up to date for education service content.</p>	
7	<b>Duty Management and museum service provision</b>	5%
	<p>Key holder and alarm code responsibilities including weekends and out of hours for Museum and Department of Earth Sciences.</p> <p>Safety and security induction for contractors and volunteers. Monitoring of galleries and general public.</p> <p>Movement of objects and furniture, setting up for and clearing up from activities and events.</p>	
5	<b>Training</b>	5%
	<p>The role holder will assist the Education Officer with the delivery of training within the remit of the education service. This includes teachers (e.g. CPD groups and pre-visits) trainee teachers and volunteers.</p>	
8	<b>Other duties as required by the scope of the role</b>	

## Person profile

### Essential knowledge, skills and experience required for role

<b>Education &amp; qualifications</b>	Graduate (natural or physical science)
<b>Specialist knowledge &amp; skills</b>	Teaching in a museum setting Extensive scientific knowledge ideally including geology. Research skills Time management Problem solving ICT skills (Word, Excel, graphics)
<b>Interpersonal &amp; communication skills</b>	Excellent communicator Ability to maintain discipline Able to work well within a team Creativity and imagination Tact and diplomacy.
<b>Relevant experience</b>	Demonstrable experience of teaching in a museum Experience of creating learning resources for specific audiences Experience of writing for specific audiences Experience of working with volunteers and freelancers (desirable) Experience of delivering outreach activities in a variety of settings
<b>Additional requirements</b>	Previous working experience of museum/education