Job Description

Job Title	Museum Development Officer, Digital Technologies
Department	Regional Museum Development Team
Grade	Band C
Salary	£26,297 pro rota
Hours	14 hours per week
Location	Primarily at Museum of London Docklands but with a requirement to work across all Museum of London sites.
Duration	Permanent
Responsible to	Regional Museum Development Manager
Responsible for	Volunteers
Overall job purpose	To provide programmes of training, skills development, direct advice and online resources, in order to support London museums to develop their digital skills
Key result areas	- To co-ordinate the new 'Digital Futures' skills development programme, designed to excite the sector with the possibilities for digital technologies in museums (2015-16 event days all arranged for Tuesdays) - To provide development advice, support and information services to museums across London on digital practice, and site visits as necessary - To work with a range of colleagues across Museum of London in the planning and delivery of skills sessions (eg Learning team, Communications team) - To work with a range of external partners in the delivery of digital skills programmes e.g. Collections Trust, and other museums - Ability to identify and co-ordinate skills-sharing by other museums within training events - To contribute to the advocacy, promotion and marketing of all services provided by the Museum Development Team - To develop and implement personal work

	objectives, targets and evaluation measures on an annual basis
	• To be responsible for including or managing volunteers.
	• To operate flexibly to meet the needs of the museums sector and the Museum of London, ensuring a commitment to diversity and equality and maintaining the highest standards of professionalism
Special Circumstances	Travel will be required to museums and training venues throughout Greater London. Travel reimbursement will be in accordance with the current Museum policy. Attendance at evening exhibition openings and events is an occasional feature of the job, for which time-off-in-lieu is given This position requires a Basic Disclosure Check, which will reveal any unspent convictions. A criminal record may not necessarily be a bar to placement, as any decision will be treated on its merits and individual circumstances subject to the Museum's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the Museum's staff and the Collection.

NB This job description reflects the requirements of the Museum as at April 2015. The role and duties of the post are subject to change in line with the future development of the Museum. The Board reserves the rights to make such changes as are necessary and any changes required will be discussed with the post-holder as appropriate.

Person Specification

Section 1: Top Essential Criteria
If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2 & 3.

No	Criteria	Assessment Method
1	Proven experience of working with digital applications in museums with the ability to effectively support people in developing their digital skills	AF/I
2	Demonstrable knowledge or experience of at least two of the following areas of work in a museum or cultural sector context: digital learning, social media, web development, web accessibility, hand-held technologies, digital photography/film-making/imaging/animation, digital asset management (eg copyright), content management, digital strategy, consultation/testing/evaluation of digital projects	AF/I/P
3	Proven excellent organisational skills with the ability to plan and organise training events and programmes	AF/I

Section 2: Further Essential Criteria

No	Criteria	Assessment Method
4	Effective interpersonal skills with the ability to build successful working relationships with internal and external stakeholders	AF/I/P
5	Excellent communicator with the ability to deliver effective presentations and produce written documentation to a high standard	AF/I/P
6	Proven ability to develop successful external networks and partnerships	AF/I
7	Proven experience and abilities in identifying development needs of others and supporting them with developing their digital skills	AF/I
8	An effective team worker	AF/I

Section 3: Desirable Criteria

No	Criteria	Assessment Method
9	Experience working as a digital trainer within the museum or cultural sector	AF/I
10	Experience of recruiting and/or managing volunteers	AF
11	Broad knowledge of museum practice and policy	AF/I

Information on Assessment Methods

Code	Assessment Method	This means…
AF	Application Form	You need to provide examples and evidence as to how you meet this criteria on the application form.
I	Interview	You will be asked questions around this criteria at the interview.

T	Test	This could be an ability test, personality profile, group exercise, on the job activity or computer test.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.
AD	Assessment Day	If you are selected you will be invited to an assessment day that will be a combination of the above assessment methods.