



Job description for a Museum and Engagement Officer based at the Shipwreck Centre and Maritime Museum, Arreton, Isle of Wight

Job Title: Museum and Engagement Officer

Salary: £21,500 – £22,500 depending on experience

Location: The post is based at the Shipwreck Centre and Maritime Museum at Arreton Barns on the Isle of Wight. It will involve travel to other locations for Education and Outreach activities and meetings. Home working will be considered for certain tasks, however, the primary role location is at the SWC.

Hours: Full time (37.5 hours a week) with flexibility for weekend and evening working when required (a part time post or job share might be considered for the right candidate/s).

Annual Leave: 20 days pro rata

Contract Term: 2-year fixed term appointment, with the potential to extend

Responsible to: The Maritime Archaeology Trust Director and SWC Manager

Job Summary and Purpose:

The Maritime Archaeology Trust (MAT) are seeking an experienced, enthusiastic individual to help care for the collection of underwater cultural heritage at the Shipwreck Centre and Maritime Museum (SWC) and to deliver a range of formal and informal education, outreach and engagement initiatives working in partnership with other education practitioners. The role will also involve supporting day to day tasks on site including marketing, promotion, care of the collections and liaison with other IoW Museums and groups.

The SWC is home to a vast collection of artefacts recovered from the waters of the Isle of Wight, these include shipwrecks and submerged landscapes. This role will be part of a small and flexible team to plan and deliver learning and participation programmes to maximise the potential of the collection for all ages and to broaden audiences.

Key Tasks:

Working with other SWC staff and volunteers, the successful candidate will use the SWC collections and other resources to:

- Assist with the care of the internationally important collection to strengthen the visitor experience and the educational potential
- Review, update, develop, deliver and evaluate the E&O strategy and programmes for all ages at the Shipwreck Centre
- Work with teacher forums, and Museums and Schools based on the Isle of Wight
- Review and update the SWC schools programme including: themed visits, activity plans and associated worksheets and/education pack
- Evaluate the E&O potential of the Shipwreck Centre collection against KS 1 and 2 curricula and identify links to the UN Decade of the Ocean objectives
- Develop volunteer involvement at the SWC

- Continue to deliver the programme of artefact collection recording and digitisation
- Work to deliver a submarine themed engagement project during 2021
- Promote and market the SWC online, within the Arreton Barns complex and on the Isle of Wight in liaison with SWC and MAT main office
- Work with the main MAT office to develop online resources
- Support the maintenance of the display and ensure funders are recognised
- Assist on the front desk/exhibition entrance to serve customers when required

Essential Criteria/Skills:

- The successful applicant must be reliable and able to work on own initiative, taking responsibility for the successful organisation and delivery of education and outreach initiatives for the SWC
- Experience working in the museum sector or with heritage exhibitions
- Ability to communicate and promote maritime archaeology and heritage to people of all ages and backgrounds
- Experience working with educational resources
- Experience of developing and delivering education and outreach activities
- Ability to work in the UK
- Excellent organisational and time-management skills
- Excellent communication skills, including writing for diverse audiences
- Ability to work on own initiative and effectively as part of a team
- Excellent IT skills
- Flexibility to work weekends and evenings
- Willingness to undergo relevant Disclosure and Barring Service checks

Desirable Criteria/Skills:

- Appreciation and understanding of marine and maritime character of south coast of England and IoW heritage
- Familiarity with the KS1 and KS2 curricula
- Experience of working with/supervising volunteers
- Experience of working with the archaeology / maritime archaeology sector
- Experience of education and outreach in the heritage or museums sector
- Knowledge of the UN Decade of Ocean Science and Sustainable Development

Application:

Please send the completed application form, with a covering letter, by 26th May 2021, to:
info@maritimearchaeologytrust.org