

# **DERWENT** PENCIL MUSEUM

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We are delighted to be able to reopen our Pencil Museum on 17<sup>th</sup> May, all being well with government regulations. We will have in place Covid-safe procedures to keep our staff and visitors as safe as possible whilst giving our visitors an exciting and interesting experience.

Our Museum attracts over 80,000 visitors a year with an interesting exhibition of pencil manufacture, local history, a food and drink take-away service, retail space showcasing Derwent products, art demonstrations & workshops.

**We are now recruiting two positions for a 4<sup>th</sup> May start:**

## **OPEN POSITIONS**

### **Museum Supervisor**

This is a permanent full-time position for an experienced retailer to join the team to assist in the management of the museum. Responsibilities include:

- Assist the Museum Manager in managing the retail and catering team
- Provide customer-focused services within the museum across all areas of the museum, gift shop and take-away to deliver complete visitor satisfaction.

You should have retail or museum experience, demonstrable customer services skills, and preferably an interest in art as a hobby or professional interest (e.g. in education for example).

### **Museum Staff**

We're looking for enthusiastic customer-focused staff to help run our thriving Museum, take-away & retail shop.

Up to four staff to work on a zero-hours basis but we would anticipate to work from 1<sup>st</sup> May to 31<sup>st</sup> October, minimum of 3 days, maximum 5 days per week.

You will have some experience of retail, café work or similar, and an interest in art would be an advantage.

**Please send your CV to Judy at [judy.sutcliffe@acco.com](mailto:judy.sutcliffe@acco.com) by 30th March**