

## PA to Head of Conservation and Collections Care



### Science Museum Group

The Science Museum Group (SMG), which includes the London Science Museum and the National Railway Museum in York, is world renowned for its historic collections, awe-inspiring galleries and inspirational exhibitions. Our vision is to be the best place in the world for people to enjoy science, and we are seeking an enthusiastic experienced and talented Personal Assistant and co-ordinator who wants to be part of our ongoing success.

The Conservation and Collections Care team works across the Science Museum sites at South Kensington, Blythe House Olympia and Wroughton near Swindon. Supporting the Head of Conservation and Collections Care and senior team members, this role is based at South Kensington with the opportunity for occasional work at the other sites.

We want great team players who are results-driven and have strong problem-solving skills. You will be dealing with influential people, both internally and externally and must be able to provide World Class levels of customer service and be capable of representing the museum in a professional and positive manner. Due to the requirement to handle sensitive and confidential issues, you must understand the importance of discretion and keep the highest level of confidentiality at all times

Your ability to manage diaries and co-ordinate busy schedules must be second to none. Your excellent advanced Excel skills will be put to use with our time management and planning systems. The role supports the broader department by managing stationery, IT related issues and financial administration for the team.

The role is 22 hours per week, salary c. £22,000 pro-rata. The SMG encourages internal career progression, and provides learning and development opportunities as well as an empowering working environment where everyone's contribution is valued. We offer a great benefits package including pension, BUPA and season ticket loans - all of which leads us to think the SMG is a great place to work.

If you feel you have the qualities we are looking for and would like full details, then please visit [www.sciencemuseum.org.uk/jobs](http://www.sciencemuseum.org.uk/jobs) Applications should be by CV and covering letter, including salary expectations. The closing date for applications is Wednesday 6th June and interviews will be held on 18th and 20th June.

Fixed term contract until April 2014

We welcome applications from all sections of the community in which we work. We particularly welcome applications from disabled people and we guarantee interviews to suitably qualified disabled applicants.

<b>Location:</b>	South Kensington, London
<b>Category:</b>	Administration
<b>Duration:</b>	
<b>Type of Contract:</b>	Contract
<b>Hours:</b>	Part Time
added: May 16, 2012	deadline: June 6, 2012

More information: <http://www.sciencemuseum.org.uk/jobs>