

**Front of House Manager**

**Grade 5: £24,983 - £29,799 p.a.**

**Full time: Tuesday to Sunday**

**(Part-Time hours would be considered)**

**Maternity Cover**

We are recruiting a Front of House Manager working under the supervision of the Head of Operations to join our busy team. The post-holder will manage the Front of House team and be responsible for the warm proactive welcome to over 750,000 visitors every year in both individual and organised groups.

The role requires a proactive and practical approach and the ability to lead a team and work independently in a customer-focused environment. The postholder will be responsible for the visitor giving project, actively encouraging donations and their conversion to Gift Aid. The postholder and will be responsible for the security of the building including keys, alarm fobs and alarm systems.

The post requires excellent interpersonal skills, a professional attitude and a flexible approach to work. The successful candidate will have proven experience in a large visitor attraction, museum or heritage site and excellent team leadership experience with a confident and pro-active approach to resolving problem and dealing with issues arising.

Applicants are required to complete the online application form on Oxford University’s website and include a **CV and supporting statement addressing the selection criteria**. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

For further details on the Museum please see our website [www.oum.ox.ac.uk](http://www.oum.ox.ac.uk). Please contact Head of Operations Wendy Shepherd using the contact details below.

Closing date: Monday October 15th - noon

Interview date: 2nd November 2018

Contact: Wendy Shepherd [wendy.shepherd@oum.ox.ac.uk](mailto:wendy.shepherd@oum.ox.ac.uk) or 01865 272966