

Job description

**Job title: Florence Nightingale Actor-Facilitator
Part-time: 2 days per week – Fixed Term Contract 6 months (Potential of extension subject to mutual agreement.)**

Department: Learning & Community Engagement

Numbers and grades of any staff managed by the post holder: No line management responsibility for staff but occasionally the postholder may be asked to act as Duty Manager and first point of contact for junior staff and volunteers.

Post holder's immediate supervisor: Learning Manager

Hours: Paid 7 hours 30 minutes per day.

Hours of work: This post offers some flexibility with working hours. A standard day would be 9.00 – 5.30 with an unpaid lunchbreak of 60 minutes. Working patterns may include some weekends.

Salary: £24,000 pa pro rata £9,600 pa for 2 days. Over-time will be paid on a mutually agreed basis for additional hours from time to time.

1 Job purpose

The Florence Nightingale Actor-Facilitator will lead performances at the museum and other venues as 'Florence Nightingale', working with a variety of ages and abilities. The character will predominantly be required to perform to KS1 school groups, family audiences and a variety of adult tour groups, whilst supporting administration and bookings associated with the role and potentially developing other character performances associated with nursing and healthcare and school holiday activities.

The post-holder will be expected to build their knowledge of Nightingale, relevant history and contemporary issues in order to be able to confidently answer questions from audiences whilst remaining in character.

2 Principal duties and responsibilities

- Lead school sessions (up to 3 per day) working to an agreed script, ensuring each performance is of high quality and achieves identified learning outcomes.
- Assist in supervising school visits, liaising with teachers and guardians to ensure the smooth running and prompt timing of sessions.
- Lead family performances as Nightingale and from time-to-time other characters.
- Support the Learning Manager in the ongoing development of scripts and other formal and informal educational and visitor experience activities. (Activities may be in character or not.)
- Lead frequent performances for family audiences and adult tour groups (including nursing groups, U3A etc), providing an appropriate interactive experience in character.
- Assist with marketing and promotional activity as Nightingale and other characters,

including photography, film and other media work.

- Support your work by gaining an accurate background on Nightingale and other relevant aspects to nursing/medical history, the Victorian era and contemporary healthcare.
- In exceptional circumstances such as staff shortages, support the core visitor operations including retail and admissions

Generic:

- Take personal responsibility and a pro-active approach for own career, skills and knowledge development.
- The role will be required to assist in the event of emergency evacuations and salvage, including visitors, colleagues and the museum collection
- Any other duties considered to be appropriate to the grade of pay

3 CONDITIONS

Annual leave of 23 days plus 8 Bank Holidays (pro rata)

Over-time payments will from time to time be made for additional hours but must be agreed with the Learning Manager or Director.

The Museum Trust operates a stakeholder pension scheme. Further information is available from our accounts department.

Pay awards are subject to annual review and recommendations to the trustees you're your performance and that of the business critical.

Adherence to the following policies and procedures is expected. i) Sickness ii) Equality & Diversity iii) IT iv) Volunteering v) Disciplinary and Grievance

It should be noted that this post has substantial budget/spending responsibility.

4 All staff are expected to maintain high standards of customer care, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

5 All staff are expected to adhere to GSTT No Smoking Policy whilst on the hospital site.

Person specification

Job title: Florence Nightingale Actor-Facilitator
Part-time: 2 days per week – Fixed Term Contract 6 months (Potential of extension subject to mutual agreement.)

Department: Learning & Community Engagement

Numbers and grades of any staff supervised by the post holder: No line management responsibility for staff but occasionally the postholder may be asked to act as Duty Manager and first point of contact for junior staff and volunteers.

Post holder's immediate supervisor: Learning Manager

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
Qualifications & Knowledge	<p><i>Essential:</i></p> <ul style="list-style-type: none"> There are no essential qualifications for this position. All staff are however expected to have a strong command of the English languages and be numerate. An interest in museums and heritage and knowledge of their role within formal and informal learning experience <p><i>Desirable:</i></p> <ul style="list-style-type: none"> HND/BA(Hons) in Acting, Performing Arts, Theatre or similar qualifications Teaching or museum/education qualifications or short courses First aid certificate 				X	
					X	
			X			X
			X			X
						X
						X
Skills	<p><i>Essential:</i></p> <ul style="list-style-type: none"> Strong communication skills, particularly in oral form with the ability to perform with an appropriate accent The ability to learn scripts/lines quickly with accuracy and efficiency. The ability to repeatedly perform scripts a number of times per day/week with consistent passion and quality. Excellent improvisation skills. The ability to perform to camera Exceptional customer services skills, recognising the importance of individual 		X		X	
				X		X
					X	
				X		X
				X		X
					X	

	<p>customers and their individual needs</p> <ul style="list-style-type: none"> • The ability to perform within a variety of venues, including community spaces and open-air spaces • Administration skills, supporting booking procedures with accuracy and efficiency • Creativity to assist in the development of events and activities. • A strong team player, but willing to take individual ownership and responsibility for challenges that arise. <p>Desirable:</p> <ul style="list-style-type: none"> • The ability to develop scripts and ‘new characters’ using historical evidence • The ability to support wider areas of the museum operation including retail, admissions and administration • The ability to assist in the training and development of other colleagues in an identical role of wider part of the team • Foreign Languages • BSL 		X			
			X	X	X	
			X		X	
			X		X	
			X		X	
			X		X	
Experience	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Experience of working with school groups, particularly at KS1 level • Experience of working within a visitor attraction or museum, creating unique and positive memories for visitors as part of visitor experience <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Experience of acting to camera as well as live performance • Experience of working with special needs audiences • Experience of developing sessions to support the national curriculum • Experience of administration tasks • Experience of working as a tour guide or similar • Experience of working with the media 		X		X	
			X		X	
			X		X	
			X		X	
			X		X	
			X		X	
Personal Attributes	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Able to convincingly portray Florence Nightingale with similar physical attributes. (There is some flexibility regarding the age of the Nightingale character in our 		X	X	X	

	<p>performance).</p> <ul style="list-style-type: none"> • Clear diction and the ability to project orally to groups and in a variety of venues without amplification • The ability to take control, lead and be visible in challenging situations, including emergencies, remaining calm and seeing the task through if possible, but escalating problems with accuracy and detail as required. To demonstrate sound decision making and the ability to 'think on the move' and be adaptable according to the situation. • The desire to work in a learning environment • Willingness and availability to work a rota that includes alternate weekends (or the equivalent), some Bank Holidays and occasional evening events. • An ability and willingness to support management of the site during opening and/or closure with availability to work through to 5.30pm and take charge of lockdown as part of a rota. • An understanding of being an ambassador for the Florence Nightingale Museum, protecting its reputation and spirit. • Willingness to follow and adopt the corporate style of presentation including wearing uniform and name badges as instructed • Physically and mentally fit to work in a demanding role which can require long periods of standing, lifting, use of steps and a sometimes warm, cold or noisy environment. • Appreciation that annual leave will not normally be taken during periods of school holidays. 		X	X	X	
--	---	--	---	---	---	--

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

Prepared by/author: David Green **Date:** May 2019

Job title: Museum Director