

Job Name : CAR PARK ASSISTANT/GENERAL HAND

Job Description, MAY 08

. **This document contains the following information:**

- a. Brief history of the Museum
- b. *At Close Quarters* The Tank Museum's Redevelopment Project
- c. Basic details of the post
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a. Brief history of the Museum

The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over the last 80 years, the Museum has dramatically transformed from a training aid for the Army to a 21st century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world, originating from the Royal Armoured Corps, British Allies, and armies fighting against British forces. In addition, the Museum has very strong collections of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. The entire collection has Designated Status. Current displays tell the story of the tank in the 20th and 21st centuries, from its inception in 1915 to the most recent Gulf War.

The Tank Museum is a seasonal attraction with the majority of visits taking place during the School holidays. Last year, we received just over 120,000 visitors, 70% of which were tourists from within the UK holidaying in the area. The largest single visiting group is families. Two-thirds of visitors are male, which is a common feature of military museums. A significant proportion of visitors are coming to a Museum for the first or second time, making us a 'Gateway' museum. At present, we do not attract a significant number of visits from the local population although recent audience development initiatives have specifically targeted this group.

b. At Close Quarters The Tank Museum's Redevelopment Project

At Close Quarters is an HLF-funded £16 million phased redevelopment of the Museum galleries, buildings, stores and outdoor site. Its aim is to transform all aspects of the visitor experience by providing better access, engagement and enjoyment of our Designated collections, and thus ensuring the long-term sustainability of the Museum.

The project is divided into three major phases of work:

Phase 1: Supporting Collections Study Centre (SW HLF grant, - completed 2006)

- A new on-site storage facility for the Museum's extensive supporting collection, which was previously located in scattered and inadequate stores.

Phase 2: The HLF-funded project (Due for completion in 2009). This will include:

- A brand new 5,000 sq m display hall which will tell the story of the tank, from its invention in World War One through to present day use.
- Transformation of the existing halls into The Discovery Centre which will take a thematic approach to the story of armoured manoeuvre warfare. For example: What is a tank? Why do we need tanks? Who crews tanks? How do tanks work?
- An expanded storyline which includes the origins of armoured manoeuvre warfare. An improved World War One Trench Experience.
- A brand new arena.
- A new entrance, orientation area and café.

Phase 3: Future phases, 2009 and beyond

- More building works
- New immersive experiences like the World War One Trench Experience.
- Upgrades to the permanent displays.

c. Basic details of the post:

Job title:	Car Park Assistant/General Hand
Contract:	Part Time – Temp
Salary:	£4.28 up to £5.63 depending on age
Holiday entitlement:	20 days (pro rata)
Hours:	Hours to be agreed
Department:	Facilities
Line Manager:	Facilities Manager

d. Key Responsibilities of the Post

Inside Museum

Assist Andrew on a day to day basis

Set out tables and chairs as required in the Conference Facility

Assist with Quarterly return of Army furniture

Clear away and change drip trays and spill sorbs from under and around vehicles.

Make good areas after workshop movements and activities in the museum. (Sweep up, replace barriers etc).

Assist with workshop tasks in the museum (erect temporary safety barriers, help control public, assist with tank mover tasks)

Close hatches and monitor certain vehicles to Keeper of the Vehicles instructions.

Liaise with the cleaning staff in inspecting all public lavatories on an hourly basis

e. Summary of Tasks

Tanks in Action.

Assist with parking duties to ensure the safety of customers at all times.

To set up a free flowing system that least affects the customer's experience.

Field tasks

Fence set-up etc

Workshop tasks

Once a week clean toilets/shower/mess area and sweep and tidy workshop and office.

Restaurant/Café Tasks

Clear tables in Restaurant/Cafe

f. What We Are Looking For

Supervisory Responsibility. Work alone to complete a task with the minimum of supervision, but knowing when to seek guidance or assistance.

Decisions Made. Tasks would normally be allocated but the post holder will be expected to use his experience and technical knowledge to complete the work in hand, to take initiative and to solve problems.

Supervision Received. Once trained, be capable of receiving instructions and completing a task with little supervision.

Work Complexity Common sense together with basic technical knowledge required to carry out the wide range of tasks involved with this job.

Contacts. With the general public, contractors and all levels of staff

g. Additional Information

The position has a large amount of customer interaction so the post holder must be personable, approachable and helpful in dealings with members of the public