**Welcome Team Assistant**

Hours: 15 hours and 22 hours per week
Contract type: Permanent
Salary: £12.21 per hour. (£9523.80 pa 15 hours, £13,968.24 pa 22 hours)
Closing date: 5pm 17th July 2025

Interviews to take place 23rd July 2025

As the Bowes Museum enters an exciting period of change, investment and transformation, we are seeking to recruit two Welcome Team Assistants to join our team. You will become a valued member of our team as we continue to develop our visitor experience and wider museum offer.

The visitor is central to our offer at The Bowes Museum, to succeed in this role you will be enthusiastic, motivated, able to work on your own initiative and collaborate with others. You will be comfortable working with others in a customer-facing role, delivering the highest standards of customer service and care. You will be an effective communicator and demonstrate flexibility in this varied role.

Some weekend and Bank holiday working will be required as well as some evening work for events and exhibition previews.

We are an equal opportunity employer. Diversity within our workforce, programmes and approaches is crucial to our mission of being equitable, sustainable and relevant. We particularly welcome applications from candidates who have been traditionally under-represented within the sector, including but not exclusively those who identify as people of colour and/or people with disabilities.

To apply, please send an up-to-date CV and Covering Letter to hr@thebowesmuseum.org.uk. Your Covering Letter should refer to the essential criteria noted in the role profile’s Person Specification. Please tell us about how your specific skills and professional experiences meet the different competencies, qualities and experiences required and give examples.