

Exciting Job Opportunity at the Highlanders' Museum



Administrative Officer

Highland Visitor Attraction

The Board of the Highlanders Museum (Queen's Own Highlanders Collection) is seeking a full time Administrative Officer to work at Fort George, Ardersier, near Inverness. This independent, military Museum houses the collection of The Queen's Own Highlanders (Seaforth and Camerons) a visitor attraction which attracts approximately 50,000 visitors a year.

The successful candidate will work closely with the General Manager to ensure the continued commercial success of the Highlanders' Museum (Queen's Own Highlanders Collection). This will entail undertaking many different tasks; from marketing and PR to event co-ordination, staff rotas, managing staff leave and assisting with funding applications. Excellent communication skills are key to this position as there is a great deal of liaison with local agencies.

A sound working knowledge of SAGE 50 Accounts, EPOS and the Microsoft Office Suite are also required for this position. The candidate will be required to assist with the day to day running of the Museum as required by the General Manager as well as working some weekends on a rotational basis. This is an exciting opportunity to make a significant mark in the museum and visitor attraction world.

A full job description is available on our website.

Closing date for applications: midday on 9 August 2024. All applications will be acknowledged.

Interviews: 16 August 24 at Fort George in person or by MS Teams. Start date for the post 1 September 2024.

Salary: Circa £24k, depending on the skills and experience of the successful candidate

Applications with a short covering letter, no longer than two pages and a CV should be submitted to director@thehighlandersmuseum.com Alternatively, postal applications can be sent to:

Major (Retd) John Bailey MBE, Interim Director, The Highlanders Museum, Fort George, Ardersier, Inverness. IV2 7TD, Tel: 01667 457787, Mob: 07711578517