

Exciting Job Opportunity at the Highlanders' Museum



Research & Volunteer Coordinator

Highland Visitor Attraction

The Board of the Highlanders Museum (Queen's Own Highlanders Collection) is seeking a part time Research & Volunteer Coordinator (3 days a week) to work at Fort George, Ardersier, near Inverness. This independent, military Museum houses The Queen's Own Highlanders Collection, a visitor attraction which attracts approximately 50,000 visitors a year.

The successful candidate will work closely within the small team to ensure the continued success of the Highlanders' Museum (Queen's Own Highlanders Collection) research department as well as coordinating and organising a team of volunteers throughout the Museum. This will entail undertaking many different tasks; from receiving and categorising initial research requests, searching and discovering information from multiple media sources and producing high quality informative documents, to providing the volunteers with ongoing support, guidance and training. Excellent communication skills are key to this position as there is a great deal of liaison with local agencies.

A sound working knowledge of Microsoft Office Suite is required and experience of EPOS would be desirable but not essential as full training will be given. You will be required to work predominantly on-site at Fort George but may at times be required to work at other locations, 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 preferably in person or by MS Teams. Start date for the post 1 September 2024.

Salary: Circa £14k, 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