

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Family Learning Producer

Post No: NAM 200

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	Education to degree level (or equivalent).	D	Certificate
	A recognised teaching qualification.	D	
	Advanced degree in Museum/heritage or related subject.	D	
Previous experience required	Evidence of recent experience and/or experience of family learning in a museum or heritage context.	E	Application and Interview
	Experience of family resource development and management.	E	
	Evidence of the ability to plan and use resources effectively and efficiently, supported by clear understanding and application of financial monitoring and management.	E	
	Proven experience of the ability to plan, control and produce family programmes to time, quality and cost and according to agreed project scope.	E	
	Experience of working with colleagues in other departments to leverage museum expertise for learning programmes.	D	
	Experience of developing STEM-related workshops and content.	D	
	Experience of using digital technology in workshops.	D	

	<p>Experience of working with volunteers.</p> <p>Experience of working with freelancers and/or learning contractors.</p> <p>Experience of working with diverse audiences.</p> <p>Experience of working on Arts Award Projects</p>	<p>D</p> <p>E</p> <p>D</p> <p>D</p>	
Attainments/skills/competencies	<p>Ability to communicate ideas in an inspiring and entertaining manner.</p> <p>Ability to research and write scripts for family shows and tours.</p> <p>A working knowledge of early years national and devolved curricula.</p> <p>Ability to work on own initiative while understanding the importance of liaison and proactive communication with wider department staff.</p> <p>Ability to plan, prioritise and work effectively to deadlines.</p> <p>Ability to identify risks and opportunities.</p> <p>Understanding of long, medium and short-term goals and strategy, both departmental and institutional.</p> <p>Understanding of NAM's family learning audiences.</p> <p>Experience of working with SEN/SEND groups in Museum/heritage/gallery context</p> <p>The ability to use museum collections assets and handling objects to inspire and educate.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>Interview task</p> <p>Interview task</p> <p>Application and Interview</p>

	Experience of evaluating family programmes.	D	
	A working knowledge of British military history and the Army today.	D	
	A commitment to learning about the British Army and the Museum's collections.	E	
	Experience of delivering community learning and engagement.	D	
	Excellent interpersonal and communication skills.	E	
	Outstanding organisational skills and the ability to and experience of working on multiple concurrent projects.	E	
	Ability to work under pressure.	E	
	A flexible approach to work.	E	
	Experience of database management.	D	
	ICT skills in Microsoft Word and Microsoft Excel.	E	Application and Interview
	Familiarity with MAC OSX and Apple Mail, iCal	D	Application and Interview
Particular circumstances	Working with the Handling Collection, particularly weapons, will entail standing and moving around, and lifting weights of up to approx 15 kgs.	E	Interview
	Setup of workshop spaces will require lifting chairs and moving tables on a regular basis.	E	
	Travel to other venues <i>e.g. Stevenage store, Regimental and Corps Museum, Army barracks</i> may be required and may include some overnight stays.	E	

KEY:

E = Essential

D = Desirable

[June 2024]