

## Hive Heritage Assistant

**£13,973.00 - 16,903.00 per annum**  
*Salary dependent upon qualification and experience*

**27.5 hours per week, 52 weeks per year**  
**FIXED TERM UNTIL FEBRUARY 2023.**

**Based in The Jewellery Quarter in Birmingham**

In 2017 a grant was made by the National Lottery Heritage Fund to the New Standard Works (a grade 2 listed former 'flatted' jewellery works). The grant has seen the creation of public facing heritage and craft spaces adjacent to the award-winning Hive Café, the restoration of the façade of the building and a 5-year programme of heritage and craft related activities which have continued throughout lockdown.

The Hive Heritage centre has developed out community consultation and has a continuing role to play in supporting individuals and groups within the local community including areas of significant deprivation which adjoin the Jewellery Quarter. This role will be supporting the programme of activities and events which are run from Hive Heritage Centre in Birmingham's Jewellery Quarter.

We are looking for someone with excellent interpersonal and communication skills to interact with our visitors, students and artists on a daily basis who will support the team by having a finger on the pulse of daily activities, looking after the Heritage Lounge and Gallery. Ideally with a flare for marketing, the right person will help us promote our dynamic programme across our various digital platforms and will be passionate about heritage, craft and art.

The project is externally funded until February 2023 and the post will be offered on a fixed term contract to that date.

The post-holder will work with two existing Heritage team members and alongside Argent College and Hive Café staff, 5 days a week 9.30 am - 3.30 pm. There is an expectation of some evening work (with re-arranged weekday working pattern) and working on one day on one weekend in any month.

This post may be suited to someone looking to gain experience in a heritage, marketing, administrative or event management role

Please refer to the Job Description for further details of the remit of this role.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo a Disclosure and Barring Service Enhanced Level Disclosure. The Trust is committed to becoming an equal opportunities employer.*

**CLOSING DATE: Friday 22<sup>nd</sup> October 2021**

For further information and to apply visit <https://www.rmt.org/jobs/> or contact the HR Team at Glasshouse College  
by email: [recruitment@ghc.rmt.org](mailto:recruitment@ghc.rmt.org)