



Te Ūaka The Lyttelton Museum

Administrator - Position Description

Position Title: Administrator

Employment Type: Contract for six months 15hrs per week (extendable)

Location: Lyttelton

Reporting to: Treasurer

Position Purpose: To provide a wide range of services to support the Museum Committee and the Fundraising Team including database management, social media, correspondence, membership subscriptions and support for events and other fundraising activities.

The Role

The Lyttelton Museum Society is developing a major fundraising campaign to generate the funds needed to build a new museum and needs help with administration.

It is an exciting time to get involved in our work and support our volunteer members by coordinating key areas contributing towards our future success. The Museum Society are all volunteers and this position will be key in supporting Museum activities.

The ideal candidate will have proven administrative experience. A qualification in a relevant field could be beneficial, but is not essential. Confidence using Microsoft Office programmes such as Excel, Word, and PowerPoint is required. As well as Google Drive. The ability to use social media platforms such as Facebook, Instagram and Linked In and being able to update website content is important, but the primary focus is on database, data management and receipting. A key part of the role will be in the administration of our fundraising database, where accurate, up-to-date records will need to be continually maintained, keeping all records up to date. There will be multiple database projects required in the scope of this role, all will require meticulous attention to detail and initiative to compile and present the data as required.

An understanding or interest in museum practices is preferred.

We are looking for a candidate with a commitment to a high standard of professional practice, who is goal-oriented during their working hours and is capable of working independently and as part of a wider team. High-level organisational skills and attention to detail are crucial.

Selection criteria

- Experience in developing, maintaining and managing a successful database
- A qualification in marketing or database management would be a distinct advantage
- An understanding of the importance of accurate data entry
- An interest in history, heritage and museums
- Capable of updating a website
- Excellent written communication skills e.g. report writing, newsletters, web copy, social media content
- Familiarity with Lyttelton and its community would be advantageous

Personal Attributes

- Punctual, reliable and professional
- Enthusiastic, helpful and approachable
- Has integrity and works collaboratively with others
- Proven ability to work within timelines and budgets
- Strong attention to detail and produces high quality, professional outputs
- Able to work autonomously and exceptionally self-motivated