



## Marketing and Visitor Experience National Lottery Funded Traineeship

We would particularly like to encourage applications from people with disabilities and candidates from minority groups. If you have any accommodations then please let us know when you apply for the role.

**Job Title:** Marketing and Visitor Experience Trainee

**Contract type:** Fixed term for 18 months

**Hours:** 30 hours per week, but we can offer some flexibility. Hours will include some weekend and bank holiday work.

**Reports to:** Marketing and General Manager

**Salary:** £19,047.60 (actual salary) £25,396.80 (full-time equivalent)

**Travel:** We know travel can be a real barrier and COAM is located at Newland Park, Chalfont St Giles. You will need transport to reach us. The closest train stations are Chalfont & Latimer Station or Chorleywood Station, both are within short taxi rides of the Museum. There are no buses to Newland Park, the nearest bus stop is In Chalfont St Giles. If you have a disability, you may be eligible for Access to Work funding that can pay your travel, including in some cases for taxis.

### The Role

This Trainee role would suit someone who is interested in pursuing a career in marketing and visitor experience within the museum and heritage sector, and we are especially open to people with disabilities or from minority groups.

The Marketing and Visitor Experience Trainee will spend their time learning about marketing, events, accessibility, and visitor experience. They will work with the Marketing and General Manager and Events Manager to develop and complete their own small-scale project (for example a small event or marketing project).

The applicant is not expected to know lots about marketing and events, as a key part of the traineeship will be some excellent and professional training, leading to recognised qualifications.



## Key Responsibilities

- To support the administration and delivery of marketing activities
- To support the preparation, delivery and de-rig of events
- With assistance, create family trails and activities for school holidays
- Helping to open and close the site, and making it look good for the public
- Helping to think about making the site and activities accessible to everyone
- To assist the Front-of-House Team in providing excellent customer service
- Completing your own small scale project

## Skills, knowledge and experience

### We would like you to have:

- A love of history, in particular old buildings
- Good written and verbal communication skills
- Ability to use Excel and Word
- Ability to organise yourself and your work
- Someone who likes working in a team
- An ability to spot mistakes and make changes

You might already have some experience working with creative computer software, such as Canva, Photoshop, Indesign and Creative Suite. You might also have worked with volunteers before, or been a volunteer. These would both be great but not essential.

## About Chiltern Open Air Museum

Chiltern Open Air Museum (COAM) is an award-winning independent outdoor museum and charity in the Chalfonts, Buckinghamshire that welcomes around 46,000 visitors a year. The Museum has a collection of 37 rescued historic buildings that were either the homes or workplaces of ordinary people. The Museum is set in 45 acres of beautiful Chilterns landscape and has a working historic farm, livestock, traditional cottage gardens, orchards and woodland.

## Application process

We ask that candidates have an interest in working in the museums and heritage sector and are committed to completing the Traineeship programme.

If you would like to visit to us before making an application, to see the site and meet some of the team, then please contact Martin at [jobs@coam.org.uk](mailto:jobs@coam.org.uk)

We would like you to fill out the application form found at [www.coam.org.uk/joinus/careers](http://www.coam.org.uk/joinus/careers).

If you would prefer to submit your application in an alternative format, we accept audio and video, but it should be no longer than 15 minutes. Please supply audio as an MP3 and make sure any video is compatible with Windows.

Please contact [jobs@coam.org.uk](mailto:jobs@coam.org.uk) or **01494 871 117** and ask to speak to either Kayleigh Bateman or Helen Light if you have any questions about the role.

**Application deadline:** 9am 28 April 2025

**Interviews:** Week of 5th May 2025