



MUSEUM ASSISTANT Temporary role Summer 2026

NOTHE FORT

Nothe Fort is officially the Best Large Visitor Attraction in Dorset and we are looking for someone special to join our award-winning team!

Located at the entrance to Weymouth Harbour, the Fort has stunning views across the Dorset coastline. We have a maze of underground passages, parade ground, ramparts, a museum, café and shop.

This July and August, Nothe Fort will be hosting the wonderful touring exhibition 'The Longest Yarn 2 - Britain during WW2', which we expect to be very popular.

MUSEUM ASSISTANT

This is a very busy and varied role where you will make a real difference. You will be working as part of a team to ensure that our visitors have the best possible customer experience, and that Nothe Fort maximises its potential income.

ROLE

- To issue visitor entrance tickets, accurately processing cash and electronic transactions using our EPOS till system.
- To cash up at the beginning and end of the day.
- To lock up Nothe Fort at the end of the day.
- To support the trading activities of the museum shop.
- To ensure the shop is well stocked, clean, and tidy at all times.
- To act as a steward, providing excellent customer service to our visitors.
- To undertake visitor/customer satisfaction surveys.
- To staff our children's activities, such as the 'mouse trail' and family holiday activity programme.
- To support our exciting and varied events programme.
- To undertake any other duties as reasonably required.

SKILLS NEEDED

- A flexible approach.
- A willingness to 'want to make a difference' to the role.
- Good communication skills and a willingness to talk in public.
- An ability to carry out duties in a professional manner .
- A friendly and approachable manner.
- An ability to mix with a wide age range and backgrounds.
- An ability to work well under pressure in busy and crowded situations.
- An ability to work as part of a team and independently.
- A positive can-do attitude.

DESIRABLE KNOWLEDGE / EXPERIENCE

- GCSE (or equivalent) in Maths & English
- Customer care
- EPOS till
- Shop merchandising
- Working with volunteers

WORKING PATTERN

- The role is a zero hours contract, and paid minimum wage.
- Working rota will be drawn up every 2 weeks.
- You will work approximately 2-5 days per week in July and August to support the temporary exhibition 'The Longest Yarn 2- Britain during WW2'
- There will be additional days during October half term
- The core hours are 9.30am - 4.30pm.
- You will be expected to work weekends.
- Uniform including t-shirts and jumpers will be provided.
- All employment offer is subject to satisfactory DBS check and personal references.

TO APPLY

Please send your c.v. and a short covering letter to amanda.duke@nothefort.org.uk

Deadline: **10am, Wednesday 17th June 2026**

Interviews: **Monday 22nd June 2026**

Training: **Wednesday 24th & Thursday 25th June 2026**

Start: **Monday 29th June 2026**

If you have any questions, please do not hesitate to contact Amanda for a chat on 01305 766626