

**Tullie House Museum & Art Gallery Trust**

**Development Coordinator**



Tullie House Museum & Art Gallery is a nationally significant, award winning venue in Carlisle which attracts over 230,000 visitors per year and presents exhibitions of internationally quality alongside a range of permanent galleries which showcase outstanding collections.

In 2016 we launched a new Museum Manifesto. The primary pillars of this Manifesto are to create a museum fit for the 21<sup>st</sup> century, a museum that has something to say about Carlisle, Cumbria and the world in which we live and a museum that unleashes creativity.

This is an exciting time to join Tullie House in a role which supports the Programme and Projects Team in developing opportunities to access funding from grants, trusts, foundations and sponsors whilst building partner relationships across a diverse range of programmes and projects.

We are looking for candidates who are efficient and organised, can undertake independent research, are diligent and who can interpret funding criteria to write draft project proposals. A knowledge of funding bodies that support cultural initiatives would be advantageous but is not essential.

The successful candidate will need to be confident in collaborating with external partners and be an advocate in promoting the museum at all times.

## Salary

**£20,660 - £21,962 Part-time or full-time hours considered. Permanent**

## Application Process

If you are inspired by the role and would like to apply for the position please go to our website

<http://www.tulliehouse.co.uk/about-us/get-involved>

Please familiarise yourself with the Job Description as part of the application pack and return a completed application form to Helen Askew, HR & Volunteer Advisor at [helen.askew@tulliehouse.org](mailto:helen.askew@tulliehouse.org), by **Wednesday 6<sup>th</sup> December 2017**

Interviews will be held at Tullie House, **Interview date 11<sup>th</sup> December 2017**

If you have any further questions please feel free to call Amy Walker Head of Programme & Projects 01228 618774 or Helen Askew HR & Volunteer Advisor 01228 618779