

# DUNDEE MUSEUM OF TRANSPORT

ADVERTISEMENT Volunteer - Dundee Museum of Transport

**Deadline: Monday 12<sup>th</sup> November**

Dundee Museum of Transport (a Scottish Charitable Incorporated Organisation, SC041529) is an independent, Accredited museum based at Market Street, Dundee. The Museum is currently recruiting a Minute Secretary. This is a voluntary role where you will be required for around 6 hours per month (3 hours on-site, 3 hours at home).

## ***Minute Secretary***

### Skills needed:

- An ability to take accurate and concise minutes with clear action points
- An ability to set an agenda
- Effective communicator
- Competent in using Microsoft Word and email

### Skills you will develop:

- Understanding of a museum environment
- An understanding of the organisation's strategic documents

This is an exciting time to get involved with Dundee Museum of Transport. The Museum has been open at its Market Mews site for four years, is developing a fantastic collection of transport-related objects and has established itself as an important attraction within the City. In May 2018 Dundee Museum of Transport was awarded Accredited status by Museums Galleries Scotland in recognition of the continuing development of the museum. The Museum is open to the public six days a week (March – October) and three days per week (November – February) and, in 2017, attracted over 10,000 paid visitors.

The museum is managed by a Museum Manager and small team of enthusiastic volunteers. The Board of Trustees meet monthly, normally a Wednesday evening, during the last week of the month and a number of sub-committees have been set-up to support specific areas of the museum, from events to finance.



Dundee Museum of Transport is an independent, volunteer-led museum that aims to preserve the transport heritage of Dundee and the surrounding area. We aim to enable our visitors to gain enjoyment, learning and inspiration from our collections, buildings and activities.

Knowledge of museums is not required, although an interest in heritage is desirable. We hope you will agree this is a fantastic opportunity to develop and utilise your skills to help run a successful small museum and take part in shaping its future development.

For more information about the museum, visit [www.dmoft.co.uk](http://www.dmoft.co.uk)

You can find out more about the role and responsibilities of Trustees in *The Essential Trustee Guide* from the Charity Commission.

For enquiries, please contact the Museum Manager, Samantha Walker, at [manager@dmoft.co.uk](mailto:manager@dmoft.co.uk) / tel: 01382 455196.

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To apply: Please send expressions of interest together with a C.V. to Mrs Samantha Walker, Manager at [manager@dmoft.co.uk](mailto:manager@dmoft.co.uk) or by post to : Dundee Museum of Transport, Unit 10 Market Mews, Market Street, Dundee, DD1 3LA.



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