

Membership and Marketing Officer – Maternity Cover

Job Summary

Organisation

Location

Museums Association

Contract Type

Temporary

Salary

£42342 - £42342

Closing date

Sun, 25/02/2024 - 11:59

Job Details

The Museums Association is seeking a full-time (30 hours per week over four days, Monday to Thursday) Membership and Marketing Officer to manage all aspects of our membership and subscriptions and to develop and engage our membership for up to 14 months.

The role is the first point of contact with members and includes maintaining and updating the membership area of our CRM, dealing with member queries, and delivering systems and reports for membership. It also involves improving engagement, working with our member representatives and attending members' meetings as well as working with colleagues on membership marketing campaigns.

The ideal candidate will have excellent written and verbal communication, strong organisational skills, and a track record of delivering good customer service. They will be CRM and MS office literate and have the ability to analyse and report on membership data.

The Museums Association is a dynamic and campaigning membership organisation with a mission to inspire museums to change lives. We have a strong vision and values and a bold business plan. Joining us at this time would be an excellent opportunity to work for a vibrant and inclusive organisation and be part of a friendly and enthusiastic team.

The closing date for applications is **11.59pm on 25 February 2024 GMT/UK Time**

Please send your completed application form and equality and diversity monitoring form to charlotte.eyles@museumsassociation.org with subject heading 'Membership and Marketing Officer – Maternity Cover'.

Interviews will be held online on 11 March 2024.

Please see the website here for more details: [Opportunity: Membership and Marketing Officer – Maternity Cover - Museums Association](#)