

Breakthrough 2026 Job Description

Project Assistant, Slough Museum

Employer name	Slough Museum		
Employer Website	www.sloughmuseum.co.uk		
Employer main contact	Hannah Ellams (Chair) Milan Govedarica (Museum Manager)		
Employer email	director@ahamk.org		
Start Date	28 th September 2026	Hours Per Week	25
Working week	This role is 25 hours, but specific onsite hours will be agreed together on a flexible basis working around the current circumstances of the applicant and needs of Slough Museum. Friday 10-4pm is usually the core day at the Museum that staff and volunteers are in attendance. You will be expected to attend a meeting which brings all the Cultural teams across Slough together on a Wednesday evening every couple of months.	Hourly Wage	£12.71

Job Title	Project Assistant
Company Overview	
Our Mission:	

We build a sense of pride in Slough. We develop imaginative and inclusive programming and displays, and encourage people to share their stories and knowledge of Slough as a place of pioneers and innovators.

We are the only organisation in Slough that has a remit to collect, conserve and communicate the town's Heritage. We explore and celebrate Slough's past, present and future.

What we want to do: Giving people a reason to fall in love with Slough

Our Purpose: We share a vision of building community cohesion.

We aim to develop a sense that, with all of Slough's ethnic and socioeconomic diversity, we are one community. We will do this by developing and using our collections to engage and enthuse.

Our core values:

- We welcome and value **Input from across the community** – always striving to enhance community cohesion
- We believe in taking a **Pioneering** approach to developing and running the museum, in keeping with the pioneering nature of Slough itself
- We are passionate about **Discovering, Preserving and Sharing the story of Slough & District** and its rich heritage

Job Description

We are looking for a local, enthusiastic person ideally looking for a future career or just passionate about museums. An interest in arts, heritage, marketing, volunteers, school learning, youth projects or any general projects in the cultural sector would be beneficial. The role includes support with current museum collection projects, events, engagement activities with different communities, administrative tasks, digital content and design development, marketing and social media as required.

At the Museum you will work with the Museum Manager and volunteers primarily. At times with learning staff, collections staff or trustees as projects require it. We also meet on occasion with charities, cultural organisations, freelancers, artist and creatives, communities and schools. You will be expected to attend a meeting which brings teams across Slough together on a Wednesday evening every couple of months.

This role will include

- Learning about Slough Museum Collection, how to handle a collection and how to update the collections database if needed.
- Administrative tasks including emails, database creation, fundraising, basic interpretation tasks

- Supporting with engagement or facilitated projects with different communities of people across Slough.
- Developing and creating content about projects to share through digital channels including producing our newsletters.
- Designing flyers and information or interpretation in canva as needed
- Supporting the development of new museum projects , for example: creating cultural career pathways, learning, education and working with schools.

The role will be based at Slough Museum and also involve some home working. On the odd occasion you will go to other venues across Slough for meetings and engagement activities to places such as The Curve, Slough or to a school.

A driver with weekly car access could be useful, or someone who is confident and willing to use public transport from their home to get to Slough Trading Estate, 72 Buckingham Avenue, SL1 4PN where the Slough Museum is located.

Skills and development

Candidates should be working towards:

- Efficient organisational skills
- Good understanding of IT computer packages such as word, ppt, and Canva
- Good communication skills
- Interest in and knowledge of Slough
- A passion for heritage especially museums, but other areas of culture also useful
- An interest in learning about how to work with different communities – you may need to communicate by email or face to face with teachers, artists, other charities, visitors to the museum or communities.
- Some experience of creating digital content, telling interesting stories, any design packages, use or awareness of different social media platforms and editing word-press websites would be helpful.

Personal Qualities

- Flexible, independent and self-motivated approach
- Enthusiastic, friendly and willing to talk to anyone.
- Reliable and committed
- A positive, calm and can-do attitude
- Keen to learn new skills or improve skills they may already have.

- A willingness to work with others on site at Slough Museum as needed, but also equally happy to work on their own at home when required.

Future Prospects

During the course of the placement, you will work directly with the Museum Manager who is a cultural professional, with other staff, with volunteers. Sometimes you will meet and network with other creative organisations which might present future opportunities for you. You will also meet our Slough Museum trustees who come from across the sector and can help with career advice and guidance. Any longer term roles at the Museum, depend on Slough Museum's funding for specific project after March 2027.

Interview Date(s):

Most likely on Friday 4th September 2026 between 3-7pm