

# DIDCOT RAILWAY CENTRE

Living Museum of the Great Western Railway



## VACANCY

### Visitor Services & Marketing Administrator

Didcot Railway Centre is one of the area's leading tourist attractions and an Arts Council England Accredited Museum which cares for and operates an unparalleled collection of locomotives, carriages, wagons, buildings and other artefacts to provide visitors with enjoyable and informative experiences.

The 21-acre site also houses visitor amenities including refreshment rooms, gift shop, exhibitions & displays and is the venue for a variety of special events.

We are now seeking a **Visitor Services & Marketing Administrator** with a passion for delivering outstanding service to provide admin assistance to senior managers, deal with enquiries and bookings, and provide general support to the team.

The role also includes assisting the Marketing & Events Manager with publicity, promotions and special events, in particular updating information on third party websites, displaying posters on site and locally and helping arrange and deliver activities for event weekends.

In addition, the successful candidate will be a key part of our small and hard-working Visitor Services Team selling tickets, welcoming customers, providing information and short talks to add value to the visitor experience.

Candidates should have outstanding administration skills, possess a friendly welcoming manner, an outgoing personality, enthusiasm and the confidence to talk to customers and will be able to demonstrate customer-facing experience and an eye for detail. Experience in a similar role would be an advantage.

This is a full-time role working an average of 35 hours per week, on 5 days out of 7 – the exact days and hours will vary to meet the needs of the business. The Centre is open every weekend and daily in holiday periods, so a significant amount of weekend and Bank Holiday working is required.

If you would like to be considered for this position, please apply by e-mail enclosing your CV, a covering letter and the completed Equal Opportunities Form. Applications should be sent to [Marketing@DidcotRailwayCentre.org.uk](mailto:Marketing@DidcotRailwayCentre.org.uk) and arrive no later than Tuesday 4 February.

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