**JOB DESCRIPTION**

## **Job Title:**

## Foundry Operative

## **Reports to:**

## Foundry Manager

**Hours/Contract:**

36.5 hours per week over 5 days, with the expectation of regular weekend and occasional evening working

**Salary:**

£27,000 per annum

**Location:**

Blists Hill Victorian Town

## **Staff Reporting Directly:**

None

## **Function:**

Provide a foundry experience for visitors and provide support to the Foundry Manager.

You will always strive to put our customers at the heart of everything we do.

## **Duties and Responsibilities:**

* To communicate with visitors, including educational groups, in a pleasant and informative manner
* To be familiar with the history and techniques of a Victorian foundry, and to be able to explain and demonstrate various manufacturing techniques clearly to visitors
* To carry out a demonstration inside the Foundry each day we are open to visitors
* To carry out a start of day site check with the Foundry Manager
* To complete the fortnightly casting cycle by:
* Making the mixtures for moulds
* Moulding patterns and core boxes in sand
* Cupola attendant (also melter or furnaceman)
* Controlling the furnaces that melt the metal
* Ladleperson (or caster) - transferring molten metal from the furnace to the moulds
* Producing cores & castings
* Handling and assembly of fragile and complex cores
* Fettler - grinding surplus metal off castings with abrasive wheels
* Preparing the equipment including the cupola for the next cycle.
* To provide technical support for training as required and to work with other team members in the development of new and sustainable, manufacturing demonstrations
* To dress and to maintain a personal appearance in line with the Museum’s current policies
* To ensure that the interior and exterior of the workshops present an appearance in line with the Museum’s current policy and to notify curatorial staff of any damaged or missing collection items
* To ensure that the shops are kept stocked with items required for demonstration or manufacture
* To comply with the Museums health and safety policy and bring to the attention of the Health & Safety Officer, Visitor Engagement Manager or Volunteer Co-ordinator any issues relating to the health and safety of either the employees or visitors
* To carry out required duties as part of the site fire plan and assist in training new members of staff
* Any other duties commensurate with the post as requested.

## **PERSON SPECIFICATION**

**ESSENTIAL:**

* Manual handling is involved with this position therefore must be physically fit
* Ideally suiting someone with previous foundry operative/forge experience, mould building or heavy steel work
* Flexible and committed to the Museum with a high degree of drive and enthusiasm
* Committed to team principles
* A good team player, able to co-operate with colleagues, and share information effectively
* A good performance record indicating high quality, speed and accuracy of working
* Capable of working to deadlines and production targets
* Committed to environmental protection, safety and house-keeping
* The ability to absorb information and learn new skills quickly, reliably and effectively
* Foundry production skills
* Experience of working in a customer service environment, ideally in a heritage/cultural setting
* Experience of working within a demanding health and safety regime
* Good organisational and interpersonal skills
* Excellent communication skills
* Ability to use own initiative
* Flexible in approach to work
* Full driving licence and own vehicle.

Signed (Postholder):…………………………… Printed: ……….………….. Dated: …………..….

Signed (Manager):…………………………… Printed: ……….………….. Dated: …………..….

**This job description is subject to periodic review.**