



Exeter  
Cathedral

Careers



# Treasures Exhibition Assistant *Application pack*



**Title:**

Treasures Exhibition Assistant

**Department:**

Visitors

**Reporting to:**

Commercial Manager

**Hours of work:**

Minimum 8 hours per week,  
maximum 35 hours per week

**Salary:** £12.21 an hour

**Contract type:**

Permanent

**Location:**

Exeter Cathedral



## Purpose of the role

As a Treasures Exhibition Assistant you will steward the new Treasures Exhibition to ensure the safe and enjoyable experience of visitors and the security of the exhibits. You will play a vital role in supporting the exhibition's operations, delivering guided tours, and engaging with visitors.

## Background

Exeter Cathedral is a diverse organisation working to meet the needs of a wide community. It is a working church, in the Anglican tradition, and looks to enrich the spiritual development of those who choose to worship here. We are also a major South West tourist destination and we welcome visitors from all over the world. Our new Treasures Exhibition provides visitors an opportunity to explore the fascinating stories of the Cathedral and its history and we are looking to build a new team of Exhibition Assistants to help us protect and promote our heritage.



## Duties and responsibilities

- Deliver guided tours. Full training will be provided.
- Welcoming visitors to the Treasures Exhibition.
- Ensuring visitors have a safe and enjoyable visit.
- Invigilating the Treasures Exhibition, remaining vigilant at all times, and helping to provide additional protection and security for our artefacts and objects on display.
- Using the Cathedral's two-way radio system to communicate with Cathedral personnel where necessary.
- Engaging and interacting with visitors where appropriate, and providing information on the artefacts on display or about the Cathedral more generally.
- Answering visitor enquiries in a friendly and helpful manner and helping visitors get the most out of their visit.
- To work in compliance with the Cathedral's Health and Safety Policy at all times.
- Assist with the evacuation of visitors in an emergency.
- To be aware of security risks at all times, including unattended items.
- Undertake occasional visitor surveys.







## Candidate profile

- Over 18.
- Flair for drama and storytelling, and a passion for history.
- Enthusiastic about the Cathedral, its people and work.
- Visitor-focused, with excellent communication and customer service skills.
- Welcoming, approachable and helpful, with a positive attitude.
- An interest in sharing knowledge about the Cathedral's historic artefacts.
- Reliable and dependable.
- Willing to undertake training and able to take instruction.
- Comfortable working independently, but as part of a wider team.
- Able to use initiative and judgement quickly and effectively, and under pressure if necessary.

## Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

## Working Pattern

Shifts will be available seven days per week on a pre-agreed rota.

## Annual Holidays

30 days including Public Holidays per annum pro rata.

## Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement – 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café.
- Complimentary tickets to our in-house concerts (limit applies).
- Additional fees are payable for non-statutory services, broadcasts and concerts.





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## How to apply

Please complete the application form, available on our website at:

[www.exeter-cathedral.org.uk/about-us/vacancies/](http://www.exeter-cathedral.org.uk/about-us/vacancies/)

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

[vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

The closing date for applications is 12 noon on Tuesday 24 June 2025.

Thank you for your interest in this role.

We look forward to hearing from you!