

BUEI a non-profit registered charity is looking to recruit the following positions to join its small, energetic team.

GENERAL ASSOCIATE MARKETING

The successful applicant must be a team player and demonstrate a willingness to undertake a wide variety of tasks associated with our dynamic organisation. A science background would be useful but not essential. Must have own transportation.

Duties will include:

- Assist the Marketing team in the design of marketing materials
- Assist with Membership, Fund-Raising and Marketing activities
- Assist with coordination of Marketing and Sales functions as well as the development, preparation and execution of BUEI events
- Assist with Rentals, as needed
- Assist with Oceans Gift Shop sales and admissions
- Deliver tours and assist with education camps
- Assist with stocking shelves and displays and overall Gift Shop appearance
- Must be willing to work some weekends, public holidays and evenings, as needed, to complete projects and conduct assigned BUEI activities

The successful candidate should have:

- Good computer skills including Microsoft Office products (Outlook, Word, Excel, etc.), database usage and Adobe Suite
- Graphic design experience
- Previous office or equivalent work experience
- Social Media knowledge
- Past retail or cash handling experience
- Strong organisational skills and attention to detail
- An outgoing and enthusiastic personality
- Professional attitude, punctuality, reliability, honesty
- Strong articulate interpersonal skills
- The ability to handle multiple responsibilities
- Flexibility and willingness to work as a team player

FRONT OF HOUSE MANAGER

The Front of House Manager is responsible for ensuring that the quality of each visitor's experience at BUEI is delivered to the highest standard. The Front of House Manager will oversee the smooth day-to-day running of all visitor's experience at BUEI, Ocean Discovery Centre, gift shop, member services, Tram Tours and general admissions.

Duties will include:

- Welcoming and orientating all visitors to the Institute, ensuring a quality experience
- Managing the Ocean Gift Shop, including product recommendations and selection, ordering of goods, pricing, display and inventory control
- Evaluating progress against annual targets and agreed goals and providing quarterly reports to Senior Management
- Processing financial transactions through POS, including admissions, event (film and lecture) tickets, memberships, education camp applications and registration, donations and, tram tour operations
- Ensuring accurate reporting of daily transaction
- Managing, scheduling and training part-time assistants and volunteers and ensuring a consistent delivery of customer care
- Maintaining Front of House appearance and cleanliness
- Proactively promoting return visitations and membership sales

The successful candidate should have:

- Strong computer skills including Microsoft Office applications and experience with Point of Sale (POS) applications
- Experience in retail sales / inventory, preferably at a management level
- Excellent verbal and written communication skills
- Experience in management and training part-time assistants and volunteers
- Professional attitude, punctuality, reliability, honesty and attention to detail
- Strong articulate interpersonal skills
- The ability to handle multiple responsibilities
- Flexibility and willingness to work as a team player

BUEI is open 7 days a week for 364 days per year therefore public holidays, weekends, special events and evening coverage is often required. The Ocean Gift Shop operating hours are 8:45 am to 5:15 pm Monday – Friday and 9:45 am to 5:15 pm on weekends.

GENERAL ASSOCIATE EDUCATION

The successful applicant must be a team player and demonstrate a willingness to undertake a wide variety of tasks associated with our dynamic organisation. A science background would be useful but not essential. Must have own transportation.

Duties will include:

- Assist the Education team in the overall education programmes, involving camps, tours, school visits, after school groups, teacher workshops, weekend functions, and special events as needed
- Assist in maintaining and organizing the classrooms, educational materials and equipment
- Assist in development, implementation and evaluation of specialized educational (exhibit based) activities
- Assist with the administration of the Education Department; including registration, copying, faxing, filing and other general duties
- Assist with Oceans Gift Shop sales and admissions
- Deliver tours and assist with education camps
- Assist with stocking shelves and displays and overall Gift Shop appearance
- Must be willing to work some weekends, public holidays and evenings, as needed, to complete projects and conduct assigned BUEI activities

The successful candidate should have:

- Good computer skills including Microsoft Office products (Outlook, Word, Excel, etc.), database usage and Adobe Suite
- Previous office or equivalent work experience
- Social Media knowledge
- Past retail or cash handling experience
- Strong organisational skills and attention to detail
- An outgoing and enthusiastic personality
- Professional attitude, punctuality, reliability, honesty
- Strong articulate interpersonal skills
- The ability to handle multiple responsibilities
- Flexibility and willingness to work as a team player
- A University degree and graphic design experience would be an advantage

Applications in writing with CV and 3 references may be submitted to:

Applications@BUEI.bm

Closing date for applications is August 10, 2018

BUEI, 40 Crow Lane, Pembroke HM19

Tel: 292-7219