



# Museum Futures

## Paid Traineeship

**Location:** South West Heritage Trust (Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Taunton TA2 6SF)

**Role Title:** Museum Futures Trainee

**Bursary:** £13,350 (Tax Exempt)

**Hours:** 37 hours per week

**Contract:** Full-time one-year training placement starting 21 January 2019.

**Leave:** 23 days per year + 8 public holidays

**Disclosure and Barring Service Check:** A Disclosure and Barring Service (DBS) check is not an essential requirement for this position.

### About Museum Futures

This programme is a partnership of museums across the UK working together to support new entrants into the museum sector who are interested in gaining digital skills and broader heritage experience. Each trainee will be based for a year at their chosen museum but will benefit from the [network of other participating museums](#) through regular training sessions and the community of Museum Futures trainees.

The aim of this programme is to seek out young people who may not have considered a career in museums before and who have the digital confidence to work on new digital projects including digitisation of objects and digital engagement online.

Trainees will complete an accredited Level 3 diploma in Cultural Heritage and gain in-work skills training and experiences to add to their CV and further their career opportunities. For these reasons we encourage young people aged 18 to 24 that have not completed an undergraduate degree to apply. Candidates with over 6 months paid or unpaid experience of working in a museum and/or a postgraduate qualification in a related area are not eligible to apply.

Museum Futures is a positive action traineeship. We particularly welcome applications from candidates that are under-represented in the museum sector, including black and minority ethnic candidates, candidates from diverse socio-economic backgrounds, candidates from rural areas of Somerset, and/or candidates with disability.

### About the South West Heritage Trust

The South West Heritage Trust is an independent charity, which works across Somerset and Devon, providing a broad range of heritage services and experiences. Our turnover exceeds £3.5 million and we employ nearly 100 people, working across six sites.

Through our **Museums Service**, we run the iconic Museum of Somerset in Taunton, the Somerset Rural Life Museum in Glastonbury and the Brick and Tile Museum in Bridgwater to tell the story of the South West. We care for 3 million museum objects, including a significant fine art collection, an extensive array of costumes and textiles, a nationally notable prehistoric bone and fossil collection, a large number of coin hoards, and a growing photographic record spanning the last 100 years.

We care for the written evidence of Somerset and Devon history, operating the **Archives and Local Studies Services** for each county. At our Heritage Centres in Taunton and Exeter, you can discover millions of documents dating from the 8th century to the present day. If you want to research the history of families, towns, villages or events, there is no better place to start.

Our **Historic Environment and Estates Service** supports local authorities, partners and the public by offering planning-related advice on Somerset's archaeology and built heritage. We provide the on-line Historic Environment Record where you can find information about thousands of historic sites in Somerset. The service is also responsible for over 400 acres of historic landscape sites including Cothelstone Hill in the Quantock Hills and Deer Leap in the Mendip Hills.

Our **Learning Team** works across all services, providing a broad range of informal learning opportunities for children and families and formal lessons for schools for Key Stages 1 and 2. A Loans for Learning scheme makes authentic heritage objects available to schools to use in lessons.

This is an exciting time to be working in heritage and the South West Heritage Trust is at the heart of cultural activity in Somerset and Devon. Every person we employ has an important part to play in how we deliver our services and we are seeking enthusiastic, talented and engaged people to join our organisation.

## **Role Description**

The Museum Futures Trainee will help to implement a new digital preservation system across the South West Heritage Trust, support the digitisation of the Trust's collections and assist in making them accessible online. Full training will be provided on all aspects of the role.

The Museum Futures Trainee will be based in the Somerset Museums Service team and report to the Curator of Archaeology.

Frequent collaboration will be required with staff and volunteers of the Trust, particularly in the Museums team. There may be regular contact with many different people and organisations and the general public.

The role-holder will be required to lift and handle awkward items such as boxes, projectors, laptop computers and fragile finds and work at height.

### **Key Responsibilities and Tasks:**

- Play a key role in implementing the Trust's new digital preservation system Archivematica (hosted by Arkivum), receiving training of how to enter information into the system and ensure that appropriate file metadata is entered;

- Contribute to decision-making about the management of the various types of digital data that the Trust holds;
- Support the digitisation of South West Heritage Trust's collections including 2D and 3D photography;
- Assist in making the South West Heritage Trust's collection available and easily accessible online;
- Complete all required documentation for the Level 3 Diploma in Cultural Heritage;
- Attend 10 training sessions over the course of the year, hosted at Museum Futures partners located across England (travel expenses will be covered) and also attend one induction training and one end of programme celebration event at The British Museum;
- Help coordinate one training session at the South West Heritage Trust for the wider Museum Futures network;
- Follow and comply with all policies and procedures of the Trust which include the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust;
- Uphold the charitable aims, working values and expectations of the South West Heritage Trust;
- Carry out other duties relevant to your role as reasonably required by your supervisor.

## Person Specification

### Essential characteristics:

We are looking for people who are:

- Interested to learn about cultural heritage and museums;
- Curious about objects and the stories they can tell;
- Confident using digital technologies with an interest in broadening digital knowledge;
- IT literate with experience of using Microsoft Word and Excel;
- Good team players;
- Able to show that they will benefit from this opportunity;
- Willing to commit to a year-long programme of self-development and learning.

### Desirable characteristics:

It is also important that candidates are:

- Qualified to Level 2 (GCSE grades 9-4/ A\*-C, level 2 diploma, or intermediate apprenticeship);
- Positive and proactive in their approach to work;
- Reliable, punctual, and able to adapt to new working environments and teams;
- Motivated to develop and learn new skills;
- Good communicators, both verbally and in writing;
- Able to plan and organise their time effectively;
- Able to adapt to new software quickly.

## How to Apply

We will be hosting a taster day for this role at the Somerset Heritage Centre on Friday 12 October 2018. Potential applicants will be able to explore what it is like working at a Museum, try some digitisation tasks and activities, and speak with staff. We encourage applicants to attend the taster day before submitting their applications.

**Sign up for the taster day on <https://bit.ly/2MwWKIK>**

For an informal discussion of the role please contact Amal Khreisheh (Curator of Archaeology) or Eve Bickerton (Archivist) on 01823 278805.

For more information about the role, the Trust and the application process please download the Recruitment Information Pack which can be found at <https://swheritage.org.uk/vacancies>.

To apply for this role, please complete the application form and Monitoring and Diversity form return by email to [recruitment@swheritage.org.uk](mailto:recruitment@swheritage.org.uk) by the closing date of Monday 22 October 2018 at 9.00 AM.

Please note that CVs are not accepted for this position.

**Key recruitment dates:**

- Taster Day: Friday 12 October 2018 (at the Somerset Heritage Centre, TA2 6SF)
- Application Deadline: Monday 22 October 2018 at 9.00 AM
- Group Assessment: Thursday 1 November 2018 (at the Museum of Somerset, TA1 4AA)
- Individual Interview: Tuesday 13 November 2018 (at the Somerset Heritage Centre, TA2 6SF)