



Museum Development Assistant Cornwall Museums Partnership

A six month paid internship through the Creative Employment Programme, open to young people between the ages of 18 and 24 who are currently registered unemployed.

30 hours per week, wage £7.20 per hour

Based at the Cornwall Museums Partnership office in Krowji, Redruth

Background

Cornwall Museums Partnership is a new charity, established in 2015, which coordinates collaborative working to help museums thrive. Its key principle is that:

Every organisation has a strength from which others can benefit.

We support museums to work together to deliver joint programmes of activity. To date projects have included joint marketing, fundraising, collections development, learning programmes, support and a shared online shop.

Cornwall Museums Partnership is based at Krowji, Redruth.

www.cornwallmuseumpartnership.org.uk

Job Description

This is a great opportunity to gain experience in the cultural sector. We require an enthusiastic and creative assistant who will support us and our projects across the county.

The role will be varied and provide an excellent opportunity to gain a broad range of knowledge and experience in museums, culture and heritage.

During the internship the post-holder will be given the opportunity to devise and manage their own project, in agreement with their line manager.

The role will also involve work experience in the six major partner museums; The Telegraph Museum Porthcurno, Penlee House, National Maritime Museum Cornwall, Falmouth Art Gallery, Wheal Martyn and Royal Cornwall Museum. This work experience will cover the

many aspects of museum work. Some evening or weekend work may occasionally be required.

The ideal candidate will be educated to GCSE level, preferably including subjects relating to arts and heritage, and be IT and social media literate. You will be adaptable and able to work on your own initiative and as part of a small team.

You will be expected to maintain an excellent level of customer service, time keeping, personal presentation, and professional standards.

Further training will be provided both in-house, and through external organisations.

The post-holder will be supervised by, and report to Cornwall's Museum Development Officer on a day to day basis.

The post will require working in different locations and some travel throughout Cornwall for which expenses will be reimbursed (as set out within the terms and conditions of the post).

Responsibilities include:

- To undertake office administration tasks, such as; collating information, answering telephone enquiries, producing presentations, providing meeting support
- Supporting the development and delivery of projects, such as learning activities and interpretation improvements in museums
- Building contacts within the museum sector to both compile and circulate a newsletter
- Assisting with social media campaigns and updating online presence
- Assisting with information gathering from museums and keeping accurate records
- Assisting with writing funding applications
- Managing bookings and supporting training events; assisting with room set up, note taking, organising resources etc.
- Compiling databases; inputting data and assisting with the management of databases
- Undertaking training as necessary
- General museum duties; customer care, supporting displays and exhibitions, storage of objects, record keeping, assisting with special events and activities
- Assisting museums with the production of resources, such as educational and marketing materials

Person Specific

	Essential	Desirable
Education	5 GCSEs to grade C (or equivalent) including English, Maths and IT	Educated to AS level or able to demonstrate equivalent work experience
Experience, knowledge & skills	<p>Proficient in the use of Microsoft Office (Word, Excel, and Outlook)</p> <p>Excellent written and verbal communication skills with a high level of accuracy in written English</p> <p>Ability to work to tight deadlines</p>	<p>Interested and/or with experience of working in a cultural or heritage environment</p> <p>Experience of working in customer service</p> <p>Research skills</p>
Personal attributes	<p>Attention to detail</p> <p>Creative thinker who is willing to put ideas forward</p> <p>Keen to learn and take on responsibility</p> <p>Comfortable working in a team, as well as independently</p> <p>Flexible approach to tasks; able to follow instructions as well as make decisions</p> <p>Organised with the ability to manage own work programme</p> <p>Polite with a professional attitude</p> <p>Punctual with good time keeping skills</p> <p>Truthful and able to respect the confidentiality of data</p>	<p>Responds positively to change</p>

Application

If you think you might be the person we are looking for, please complete the application form (CVs will not be accepted as application) and send to:

Karen Hough: KAREN.HOUGH@DWP.GSI.GOV.UK

Employment Advisor, Redruth Jobcentre Plus, Piran House, Nettells Hill, Redruth TR15 1JN

Closing date: 4th February 2016, 5pm

Interviews will be held at Krowji in Redruth, Cornwall on either Thursday 11th February or Monday 15th February.