Colchester & Ipswich Museums

Trainee Placements available for 2019/2020 are:

Individual Role Descriptions

Digital Collections Trainee Role

As a Digital Collections Trainee, you will work amongst the Collections and Learning Teams across Colchester and Ipswich to help manage and improve the information we hold about our collections.

Our collections management system (CMS) is our greatest asset as it holds all sorts of information about the objects across both towns' collections. We are currently undertaking a major programme of work to move to a new collections management system. This will significantly open the ways that audiences are able to engage with our collections, as we seek to develop a stronger online presence.

The work of a Digital Collections Trainee will include:

- Support of Collections Information work related to documentation, auditing, loans and exhibitions
- Improving and developing our standard of records in the CMS
- Preparing records for publication online
- Supporting the development and implementation of our Digital Collections Strategy
- Working with curatorial colleagues on projects to improve our collections information
- Recruiting and overseeing volunteers to support ongoing collections projects

This role information cannot be all encompassing. It is inevitable over time that the emphasis of the role will change without changing the general character of the role or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the role holder to reflect appropriate changes.

Staff, volunteers and trainees must be aware of and abide by the museum's policies, working in such a manner as to ensure their own safety and the safety of others – including members of the public – and report to their supervisor any hazards, dangerous occurrences or dangerous equipment they see, and any accident they are involved in or that they witness.

The following skills apply particularly to this role:

Skill groups	Essential Skills	Desirable Skills
	We expect you to have:	We also hope that you have:
Role-specific technical skills	- A passion and enthusiasm for providing fun experiences for the public - Experience of working effectively as part of a team - Curiosity about museums and the stories they can tell - Openness to new experiences and keen to learn - Excellent communication skills both written and verbal - Creativity - Willingness to undertake a Level 3 Diploma	Experience working with a wide-range of people
Impact and influence	Be able to build and use relationships inside and outside the organisation	Confidence to put forward new ideas
Project Management	Ability to meet deadlines	Experience of working to a budget
Administration	- Be methodical and organised - Be able to plan, monitor and prioritise - Be logical - Have attention to detail and accuracy	Excellent skills in time-management

The following qualifications apply:
GCSE in English at Grade C or above, or equivalent.

The following IT skills apply:	
We expect you to have experience in using:	We also hope that you have:
Microsoft Word	Experience using Microsoft Excel
Interest in social media	Experience of using Microsoft Outlook

The following are any physical or special attributes that apply to this role:	
We expect you to be able to:	We also hope that you are able to: