

Colchester & Ipswich Museums

Trainee Placements available for 2019/2020 are:

Individual Role Descriptions

Exhibition & Display Trainee Role

Working with the Exhibitions and Display Team at CIMs to deliver temporary exhibitions across four sites for Colchester and Ipswich Museums for a busy exhibitions calendar.

The role also includes the maintenance of existing, permanent exhibitions.

Working with the Collections and Learning Teams, conservation staff and Visitor Services collaboratively to provide high quality exhibitions.

To promote the museums service and engage visitors in our collections.

Duties will include:

- Supporting and assisting the Exhibitions Team
- Working to deadlines and following instructions
- Design input and consultation – Spatial awareness, use of colour type and large-scale graphics
- Painting, high level work, use of power tools and lifting
- Working to plans and measurements
- Handling and moving the objects
- Object display and composition
- Use of Microsoft Office, Word, PowerPoint, Excel to assist with the administration within the team
- Understanding design, using graphics packages such as Adobe Creative Suite

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:
<i>Role-specific technical skills</i>	<ul style="list-style-type: none"> • A passion and enthusiasm for providing fun experiences for the public • Experience of working effectively as part of a team 	<ul style="list-style-type: none"> • Experience working with a wide-range of people

	<ul style="list-style-type: none"> • 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 	
<i>Impact and influence</i>	<ul style="list-style-type: none"> • Be able to build and use relationships inside and outside the organisation 	<ul style="list-style-type: none"> • Confidence to put forward new ideas
<i>Project Management</i>	<ul style="list-style-type: none"> • Ability to meet deadlines 	<ul style="list-style-type: none"> • Experience of working to a budget
<i>Administration</i>	<ul style="list-style-type: none"> • Be methodical and organised • Be able to plan, monitor and prioritise • Be logical • Have attention to detail and accuracy 	<ul style="list-style-type: none"> • 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:

- Microsoft Word
- Interest in social media

We also hope that you have:

- Experience using Microsoft Excel
- 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: