

## Transforming People to Transform Museums Project Overview

### Project Summary

Transforming People to Transform Museums is a [Skills for the Future](#) programme funded by the Heritage Lottery Fund from 2018-2022, which supports trainees to develop core heritage and business development skills within local museums in and around Suffolk.

Trainees will be hosted by one of four museums/museum services – Colchester + Ipswich Museums; Museum of East Anglian Life; The Long Shop Museum; and Palace House: National Heritage Centre for Horseracing and Sporting Art. Each trainee placement will enable trainees to gain hands-on experience and a strong foundation in museum/heritage roles.

The trainees will make a real difference to their local communities by applying their new skills to bring about relevant and creative programmes and help secure the future resilience of each museum.

### Trainee Placement Overview

Throughout their **one-year placement**, trainees will develop a wide range of core heritage skills, including research, documentation, conservation and interpretation, together with practical skills required to manage heritage events and plan, develop and deliver displays.

Although each trainee placement is focused around a specific museum role (please refer to the list of trainee placements overleaf), all trainees will develop core heritage skills, together with transferable business development skills. For example, trainees will be working within real timescales and budgets that they will be expected to meet in a supported environment.

In supporting trainees to develop both core heritage and transferable business skills, and through working closely with local communities in the recruitment of trainees, it is hoped that the project will lead to a more representative and resilient workforce at each museum.

To help develop their skills, trainees will be expected to undertake a standalone **Level 3 Diploma in Cultural Heritage** through the awarding body AIM Awards.

In addition, a **Bursary of £14,400** will be paid to each trainee, per year placement (£1,200 per month).

### Trainee Placement Details

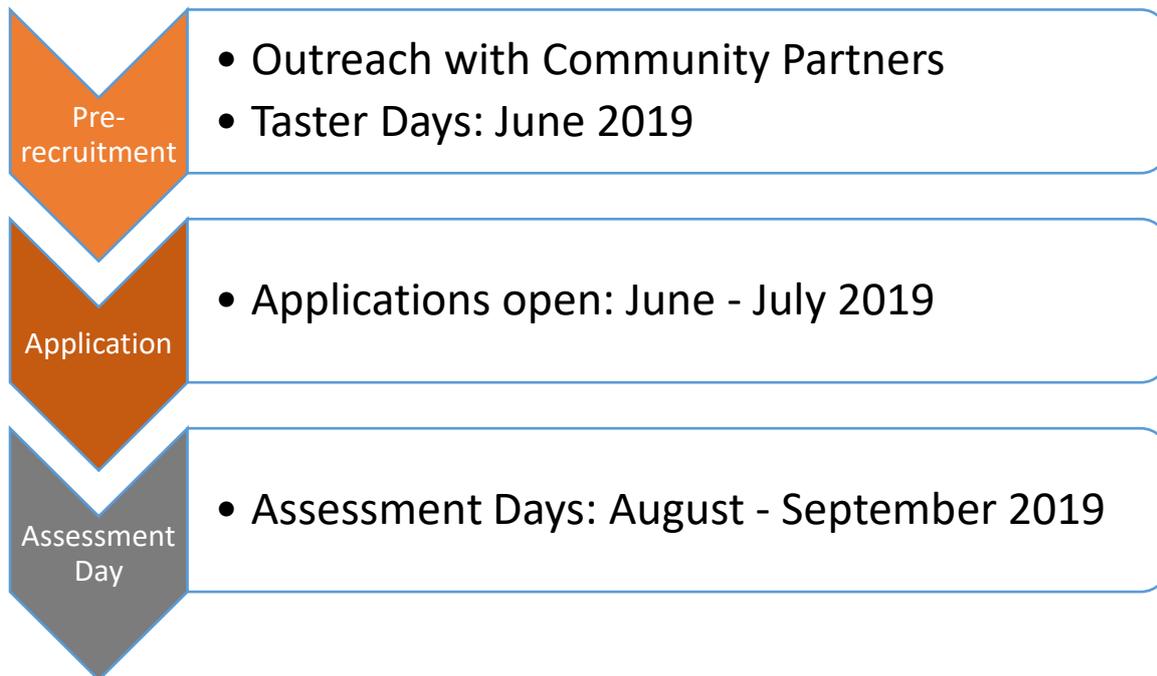
Museum	Year 1 placements Oct 18 – Oct 19	Year 2 placements Oct 19 - Oct 20	Year 3 placements Oct 20 – Oct 21	Total
<b>Colchester Museums</b>	1 x Retail 1 x Digital Collections	1 x Retail & Marketing 1 x Digital Collections	1 x Retail 1 x Digital Collections	<b>6 placements</b>
<b>Ipswich Museums</b>	1 x Digital Collections 1 x Exhibition & Display	1 x Digital Collections 1 x Exhibition & Display	1 x Digital Collections 1 x Exhibition & Display	<b>6 placements</b>
<b>Museum of East Anglian Life</b>	3 x Heritage Management	1 X Retail & Visitor Services 1 X Marketing & Comms	2 x Heritage Management	<b>7 placements</b>
<b>Palace House</b>	1 x Community Engagement	2 x Community Engagement	2 x Community Engagement	<b>5 placements</b>
<b>The Long Shop Museum</b>	1 x Events & Marketing	1 x Events & Marketing	1 x Events & Marketing	<b>3 placements</b>
<b>Total</b>	<b>9 placements</b>	<b>9 placements</b>	<b>9 placements</b>	<b>27 placements</b>

Each placement will last for one year and an additional six months’ mentoring will also be offered to trainees to help with their career progression beyond their placement.

Trainees will remain at their main host museum base throughout their placement to undertake their work-based training, and external training days will be delivered at other partner museum locations over the course of the year. In addition, external placements will be undertaken by all trainees towards the end of their placement at other arts or cultural organisations that demonstrate best practice in relation to the skills on which the trainees’ roles are focused.

**Trainee placements will be full-time** (37 hours per week) and trainees will train as part of a seven-day rota, which may include weekends, evenings and bank holidays. Trainees shall be entitled to 28 days holiday (inclusive of public holidays) per annum, which will need to be agreed by the placement Supervisor.

## Recruitment



**Trainee placements are due to start on Monday 7<sup>th</sup> October 2019.**

The minimum requirements for the Transforming People to Transform Museums trainee placements are that those applying **must be 18 or over** at the start of the trainee placement (Monday 7<sup>th</sup> October 2019) and have evidence of a **GCSE grade C or 4/5 in English, or equivalent**.

If you have **any questions**, to **join our mailing list**, or for **more information** please contact:

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[www.suffolkmuseums.org](http://www.suffolkmuseums.org) to download an application & monitoring form