



**MUSEUM
careers
Guidebook**

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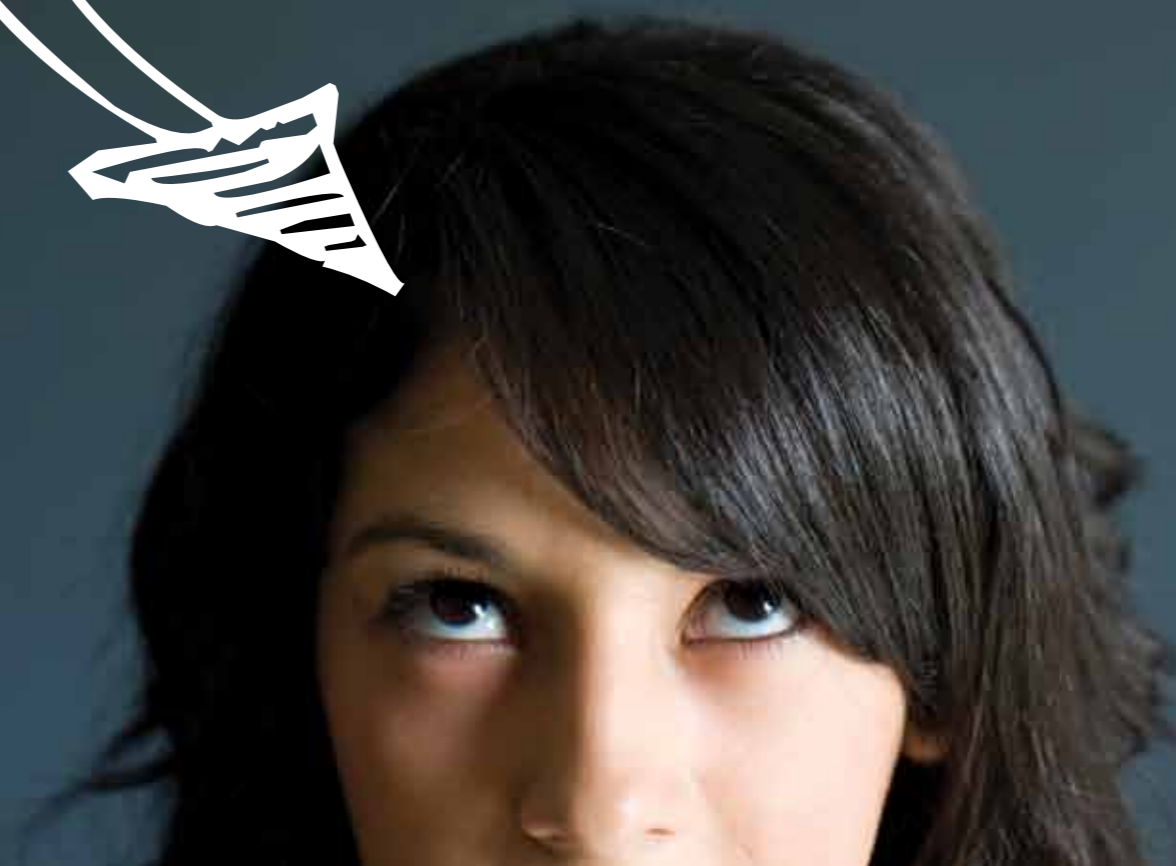
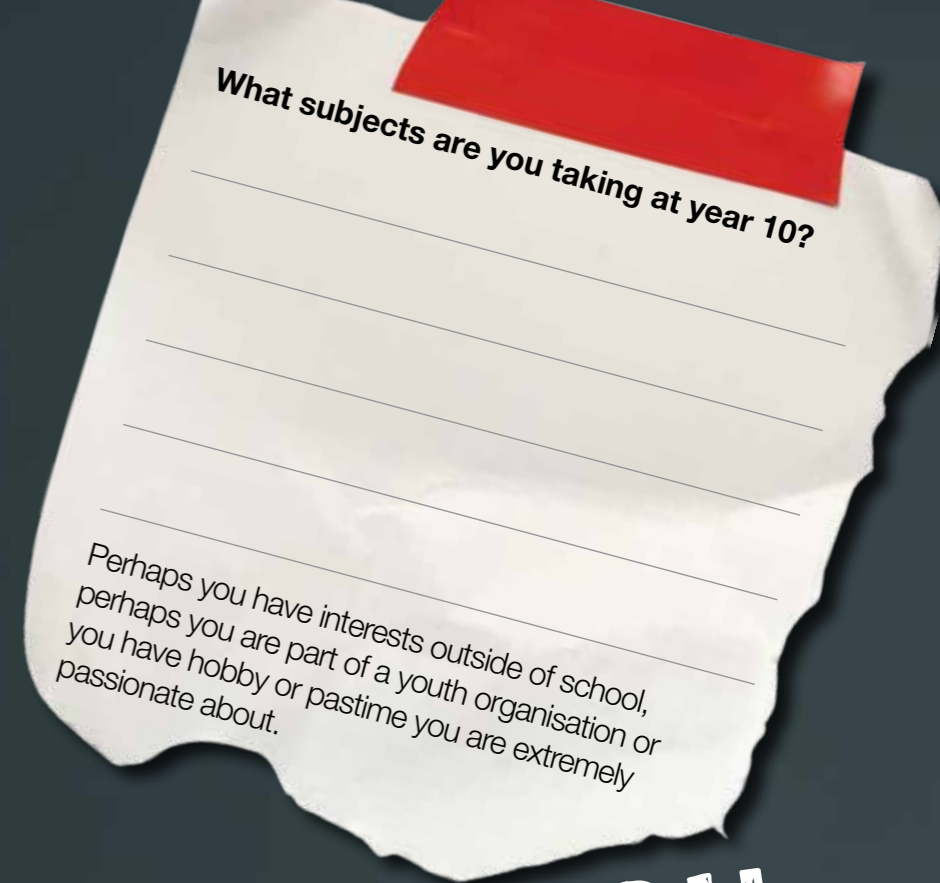
Museum Careers Guidebook

What am I going to study
in year 10?
What will I do when
I leave school?
I want to have a job that
interests and challenges me.

These are some of the things you might be thinking about when you move from key stage 3 up to key stage 4. The choices you make can influence what path you follow through the rest of your education and future employment. The choices you make may be based on what you are good at, what you enjoy or perhaps what you would like to do when you complete your education.

01

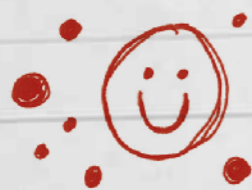
What are you interested in?



What are you interested in?

What interests do you have?

What did you remember wanting to do when you were younger?



What interests do you have?

All of these things can affect the choices we make and influence what we would like to do in our future jobs and careers. The things that motivate us in choosing certain jobs can vary from person to person. Some of us want jobs with good prospects and high salaries, some want jobs that interest and challenge them while some simply want job satisfaction.

We may have a clear idea about what we want to do as a job or career while some of us may be undecided. Thinking back to when you were small you may have imagined yourself doing a certain job when you were older. Maybe it was a police officer, a doctor, a nurse, a vet, a footballer, a popstar or perhaps a shopkeeper. How many of us would pretend to work in a museum?

This guide is designed to help you find out more about a career in the museum and gallery sector. The kind of work that takes place in these organisations is extremely varied. Throughout this guide we will show you the reality of working in one of these places. You will learn what types of roles are available and gain tips on getting that first job. The guide will also show you how to gain experience and also where to get the education and training you may need.

02

The Truth About Museums



When you think of a museum what thoughts might come to mind, especially if you don't visit them regularly?

They are really boring

They are full of old people!

They are full of lots of dusty old stuff nobody cares about

Museums are dull places!

These are just some examples of what teenagers who don't often visit museums and galleries thought. Many of us may have very outdated thoughts about what it is like to visit or work in a museum or gallery. These views are often from what we have heard in stories, films or television.

In contrast some students who recently attended a series of different activities had this to say:

Very enjoyable and a good learning experience

It's good to come here. All the materials are useful and it helps you get more done, so hopefully you'll get a better grade at the end of it

The activities were extremely helpful and good fun!

I learned so much from the day. More than I thought, because when I was asked where and what I had been doing I surprised myself and was able to remember lots of information. Wow!

The Truth About Museums

Why would anybody want to visit a museum?

The Museums Association defines museums as follows:

"Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society."

Museums have an important role in the lives of everyone. They aren't just there to keep a record of the past, allowing objects to collect dust. Museums display their collections in interesting and inspiring ways that enable people from all walks of life to have fun and learn from their visit. A visit to a museum may give you new ideas and insight into your own life.

There are hundreds of museums across the UK, and they all cover a variety of themes and subjects, from Fine Art to Natural History or Archaeology to Aviation. Whatever your interest, there will probably be a museum out there that matches it.

Even in the North East region there are over 80 museums and galleries.

For more information about what is available across the region visit "www.ilikemuseums.com" or you can collect an "I Like Museums" guide from your local museum.

Museums can vary in size. There are independent museums who have a small group of staff with one person performing many roles, or museum organisations that may have a number of venues and sites and large teams of staff. There are a variety of roles that people have to perform in order to ensure their museum is an exciting place to visit and able to open to the public.

Can you think of any museum roles?

There are so many different museum jobs it would take quite a while to list them. The next part of this guide profiles a variety of museum jobs that people do across the region.

i like museums

Career Profiles

Museum Services Staff

Job Summary

Museum Services staff can go by many different job titles but these are the people who are working on the front lines, interacting with the public and the collections. They are the public face of a museum or gallery performing tasks such as, answering visitor enquires, offering guided tours, staffing the reception or the shop, caring for objects and providing security. There is room for promotion in visitor services with staff earning supervisory responsibility and the potential to become building manager of an entire museum venue.

Possible responsibilities

- Staffing shops and enquiry desks
- Interacting with the public, enhancing a museum experience
- Providing security to exhibition spaces
- Maintaining the appearance and condition of museum exhibitions and collections
- Preparing spaces and equipment for events and activities

Qualifications

There are no required qualifications apart from relevant training and experience; however a vocational qualification at level 2 or 3 in a related area could be useful.

Bob Weldon,
Museum Services Manager,
Sunderland Museum & Winter Gardens

What was your favourite/ best subject at school and why?

Mathematics, as most things in life can be explained or solved using maths.

What do you enjoy about your job?

Every single day is different in some way. It is a pleasure to tackle new adventures!

What is your proudest moment in your current job?

Everyday watching people enjoying themselves in our venue. That's what makes me proud.

Documentation Officer

Museums and galleries may have extremely large collections and it is the role of a Documentation Officer to keep track of them. It is important that detailed records are kept because the history of objects, such as where they are from, who made them and what they were used for can be as significant as the object itself.

Possible responsibilities

- Keeping accurate records of museum collections
- Start records for new objects
- Provide support to curatorial staff
- Maintain and develop systems to keep accurate records
- Help to manage loans from the collections

Qualifications

A Degree in an appropriate subject.
A related post graduate Museum Studies qualification would also be useful.



Nico Tyack,
Documentation Officer,
Tyne & Wear Archives & Museums

What drew you to this job?

*Working with historical artefacts.
The opportunity came up and I took it.*

What do you enjoy about your job?

I enjoy my job because it lets me accumulate knowledge about all sorts of things through researching collections, and working with the collections themselves.

What qualifications do you have?

*BA Archaeology and Anthropology,
MA Museum Studies*



Exhibitions Officer

Exhibitions, permanent or temporary, are one of the reasons people visit museums and galleries. It is the job of an Exhibitions Officer to make sure they take place. They can plan and organise exhibitions using their organisation's collections or even buy in existing exhibitions that tour the country. They will be involved with the installation of these exhibitions and also dealing with the care and security of the objects on display. Exhibition Officers may even be involved with finding funding for the exhibitions and promoting them.

Possible responsibilities

- Planning or finding new exhibitions for museums or galleries
- Searching for sources of funding
- Keep detailed records of exhibition collections
- Advising on the display and care of exhibition objects
- Arranging transport and insurance for travelling exhibitions

Qualifications

A degree in an appropriate subject is required and a post graduate qualification in Museum Studies may also prove useful.

**Vivien Reid,
Head of Exhibitions,
The Bowes Museum**

What drew you to this job?

I came out of Art College looking for something 'artistic' to do and happened to apply for a job assisting in displays and small exhibitions for a charity – the rest is history. I have good organisational as well as artistic skills, which suited this type of job.

What do you enjoy most about your work?

Seeing a completed exhibition ready for opening to the public.

What Career path did you follow?

I completed my degree then first took a job doing displays for a charity. My first job in a museum was on the display team, then several other positions in other institutions, rising from assistant to officer to manager – to Head.

Keeper or Collections Officer

Museums with large collections may have Keepers or Collection Officers to look after the various objects, artefacts and specimens. They may be responsible for a particular type of collection, for example Art, History or Textiles. The display and storage of these objects may also be their responsibility, as well as the condition of the objects and the records that must be kept alongside them. They would also be responsible for finding and receiving new objects for their collections.

Possible responsibilities

- Maintaining the condition of the collections
- Keeping accurate records about the collections
- Researching their collections
- Preparing collections for exhibition or storage
- Working with learning and outreach staff to develop the use of the collection.
- Careful disposal of objects no longer required or suitable for the collection

Qualifications

A subject relevant degree and possibly a postgraduate museum qualification.

**Martin Routledge,
Keeper of History,
Sunderland Museum & Winter Gardens**

What drew you to this job?

I have had a keen interest in history since my early school days. I read history at university. I did not want to go into teaching and I saw museums as a means of fulfilling my interest in being a historian.

What do you enjoy most about your work?

The diverse nature of the work that gets me out and about and, less selfishly, facilitating peoples' wish to find out more about their own heritage.

What is your proudest moment in your current job?

It is difficult to say but I am rather pleased with my latest exhibition which is Boom Town, Sunderland in the Nineteenth Century which, I hope, helps Sunderland people understand how the City has become what it was and to try and inspire them to take it onto new achievements in the future.

Conservation Officer

Over time objects deteriorate until they eventually wear out. In order for museums to hold objects for long periods they need to be conserved. A Conservator may be an expert in a particular kind of object, like furniture or textiles for example, or may be skilled in working with a variety of objects. They would know how to look after objects so they didn't deteriorate as quickly over time or may even be able to repair objects and restore them to their former glory. Conservators may be employed directly by museum organisations or may work for themselves on a freelance basis.

Possible responsibilities

- Preventing damage to collections from people, pests or the environment
- Restoring objects, artefacts and specimens
- Reporting on the condition of museum collections
- Monitoring the environment collections are displayed and stored in
- Training staff to maintain museum collections

Qualifications

Conservators require at least a Degree in Conservation.

**Ana Flynn,
Conservation Officer,
Tyne & Wear Archives & Museums**

What drew you to this job?

A love of paintings and a natural curiosity about how things are made.

What do you enjoy the most about your work?

It is so varied. I can be condition checking a national exhibition of a famous artist one minute and advising a member of the public on the best way to look after a painting by one of their relatives the next.

What was your favourite subject at school?

Art and science. Art because it's creative and it also didn't involve writing, which I hated. Science because it helped me understand the world around me.

What is your proudest moment in your current job?

Seeing paintings hanging in the gallery and knowing that they wouldn't be there if I hadn't treated them.



Curator

The title of Curator can be used for a variety of different roles in museums and galleries. Traditionally a Curator is the person who manages a museum or gallery’s collection and could also be responsible for the day to day management of the venue and its staff. The collections could be anything from paintings, sculptures, fossils, stuffed animals, toys or musical instruments. The level of responsibility can vary a great deal from venue to venue. A Curator’s role in a large museum organisation may involve the management of a large building and its staff, large budgets and organising exhibitions and events. With smaller organisations or venues the curator may only have a small staff, or in some cases none at all and could be responsible for everything from exhibitions, marketing, collections and the education programme. Sometimes a Curator may simply go by the title of Manager.

Possible responsibilities

- Managing museum staff, paid or voluntary
- Organising exhibitions and events
- Manage their building including its security and maintenance
- Caring for their collections and exhibitions
- Helping the public to access collections and exhibitions
- Providing excellent customer care

Qualifications

Curators are often qualified to at least degree level in a related subject.

Geoff Woodward,
Manager,
North Tyneside Museums

What drew you to working in Museums?

I have always found museums and heritage to be an absorbing and engaging subject and wanted to play a part in broadening knowledge and understanding the past to help other people become excited and entertained by our heritage.

What do you enjoy the most about your job?

Working with a great range of enthusiastic and knowledgeable people, with wonderful collections and sites and most of all seeing people enjoying their museum visit and gaining from the experience.

What is your proudest moment in your current job?

The launch of the ‘Face of an Emperor’ exhibition at Segedunum: It was a very successful partnership exhibition with The British Museum & Tullie House Museum which I project managed. Witnessing the increase in visitor numbers during the period it was on display, and reading all the positive comments from visitors about the exhibition made me proud.

Learning Officer

Museums and galleries are not just interesting visitor attractions. They can be places where people of any age can come and learn. It is the job of a Learning Officer to help ensure that museums and galleries can function in this role. They may do this by providing events and activities for people of all ages and abilities such as school groups, youth organisations, adult learners, community groups, and families to name just a few.

Possible responsibilities

- Planning a programme of activities and events
- Delivering learning programmes to various groups visiting the museum.
- Developing resources to support learning visits to museum and gallery collections
- Marketing learning programmes to schools
- Researching developments in teaching and learning, e.g. National Curriculum
- Working with teachers

Qualifications

A degree in a relevant subject and possibly a relevant teaching or youth work qualification.

Katy Swainston,
Education Officer,
Beamish Museum

What drew you to this job?

I initially applied to be a demonstrator because I loved Beamish and liked the idea of making visitors days out enjoyable and interesting. I applied for my current post during my second season because the education department does exciting things and helps children have a deeper understanding of social history. I wanted to do this well.

What do you enjoy most about your job?

Our museum is exciting and engaging and I can share that with other people. Working with the younger audiences since I moved to the Education department has been fun and enjoyable and allowed me to develop activities and resources that help teachers and pupils to benefit from experiences relating to history.

What was your favourite subject at school?

English because I enjoyed expression through words- and I found it easy!



Career
Profiles



Career profiles

Outreach Officer

Museums and galleries are there for everyone no matter who you are, but sometimes it is difficult for certain groups of people to visit, or they aren't aware of what museums have to offer. That is where Outreach Officers can help. Like a Learning Officer, Outreach Officers can develop events and activities but they can take these out of the museum environment, to work directly with community groups. Their aim is to encourage groups to see the benefits of museums and galleries and hopefully encourage people to continue using them.

Possible responsibilities

- Developing events, activities and exhibitions with groups who don't often work with museums
- Delivering activities to diverse groups
- Keeping aware of issues and developments in their local area
- Developing learning resources, materials and documents for groups

Qualifications

A degree in an appropriate subject is necessary. A teaching or youth work qualification could also be useful.

Carl Greenwood,

Project Coordinator, Outreach Tyne & Wear Archives & Museums

What do you enjoy most about your work?

The variety of audiences we work with and the breadth of the collections we can use as inspiration for projects. Working with motivated, creative and enthusiastic colleagues both in Outreach and other teams. No two days are ever the same, ever.

What is your proudest moment in your current role?

This year it's been the Mind the Gap project. I feel we set a template for best practice in curating a community led exhibition. The launch event was buzzing, a great celebratory atmosphere.

What career path did you follow?

After university I worked as a Museum Assistant for nine months before becoming an Education Officer. My career has built up from there with a gradual increase in responsibilities in terms of managing staff and larger projects.

Communications Officer

A Communications Officer or Communications team can be responsible for the promotion and marketing of a museum or group of museums. The public image of a museum is managed by the Communications Officer. They prepare marketing campaigns to encourage people to visit the museum or use its services. A marketing campaign might include leaflets, posters, adverts in newspapers, magazines, on TV or on the internet. They also work with the media to promote the museum, providing them with information in the form of press releases and arranging interviews with museum specialists.

Possible responsibilities

- Liaising with the media about developments at the museum
- Preparing information, text and images for promotional materials
- Working with designers and printers to produce promotional materials
- Buying advertising space
- Organising advocacy events for funders and stakeholders

Qualifications

A Communications-related degree or post-graduate qualification (in Marketing, Media, PR or Communications) is necessary. Previous experience of working in a Communications role particularly in the culture and heritage sector is preferable.

Katie Abram, Communications Officer, Tyne & Wear Archives & Museums

What drew you to this job?

I was looking for a progression in Marketing and a move into PR so the role of Communications Officer seemed ideal as it involved both of these sectors. I was drawn to the museum service as I thought it would be an interesting place to work and I felt I could be really interested in the work I would be doing.

What was your favourite/best subject at school and why?

English was my favourite subject as I was very good at it! I enjoyed both Literature and Language and always got my highest grades in English.

What career path did you follow?

After university I moved back to the North East after getting a job at Northumbria Students' Union. I was Media Sales Coordinator and organised events such as Freshers Week as well as producing publications such as the student handbook, student diary and advising on the student newspaper. During my time there my role developed to incorporate more marketing responsibilities and I began to do commissioned market research for the University as well as some PR for the Union. When I left there I moved to my current role at Tyne & Wear Archives & Museums.



Designer

Exhibitions, leaflets and publications for museums have to be designed. Some organisations will use outside firms to do all their design work while some have their own design teams to produce what they need. Designers may work with a range of other teams from communications, learning, outreach or exhibitions. They would be responsible for the overall appearance of any graphic work you may see related to the museum or site.

Possible responsibilities

- Preparing graphic material from initial design to final completion
- Assisting with the design and maintenance of related websites
- Liaising with colleagues on any possible design briefs and advising on budgetary and technical constraints they may have
- Meeting deadlines

Qualifications

A BTEC HND in Graphic Design is essential for this job. A Degree in Graphic Design is not essential but would prove useful.

**Paul Bewley,
Design Officer,
Tyne & Wear Archives & Museums**

What drew you to this job?

Design is in my blood! It is also good to work for a not-for-profit organisation rather than a money driven design firm. I feel that I am putting something back in!

What do you enjoy the most about your job?

There is a lot of scope to be creative, and many opportunities to help people solve their design problems.

What is your proudest moment in your current job?

Watching the first exhibition I designed opening to the public.

Technician

There are people who design the many exhibitions and galleries you visit but who actually builds and puts them together? That is the job of the technicians. Technicians would have skills in joinery and carpentry and be able to follow instructions and diagrams. Work undertaken by the Technicians could be in partnership with designers based at their museums and also external staff. Tasks can include simply installing and painting partition walls for art exhibitions to building rooms and cabinets that can rival the quality of a movie or theatre set.

Possible responsibilities.

- Working closely with designers
- Repairing and maintaining exhibitions, displays and interactives
- Providing technical advice on exhibitions and gallery spaces
- Sourcing and ordering materials

Qualifications

It would be useful to have a recognised qualification or to have served an apprenticeship in carpentry or joinery but it isn't essential. Good experience in this area is essential.

**Barry Bell,
Projects Technician,
Tyne & Wear Archives & Museums**

What drew you to this job?

The work we do is extremely varied, oh and the wages.

What do you enjoy the most about your job?

It is satisfying when a job is completed right on time.

What career path did you follow?

After attending college for 1 year I went on to serve as an Apprentice Joiner working for several different firms. I then worked as a shop fitter before getting my job with Tyne & Wear Archives & Museums.

What is your proudest moment in your current job?

Completing work on the Treasures of the Hancock Exhibition. The time we had to do it was near impossible, but we did it.



Photographer

A Photographer working for a museum or gallery can have an extremely varied role. They could be documenting an organised event one day, photographing objects from the collections another and then manipulating digital images on a computer the next. The size of museum or gallery can determine the level of equipment they have or if they have a photographer at all. A good knowledge of developments in photography and skills in using various related technologies would be extremely useful.

Possible responsibilities

- Photographing objects belonging to the collections, for use in a variety of ways from museum records to leaflets and publications
- Using a variety of photographic equipment and tools including digital media
- Preparing images using manipulation software so it's suitable for a variety of uses
- Photographing activities and events that may take place.

Qualifications

Must hold at least a relevant Higher National Diploma and have a strong portfolio of work.

**Les Golding,
Photographer,
Tyne & Wear Archives & Museums**

What drew you to this job?

I studied photography at school as an art subject.

What do you enjoy the most about your work?

The range/variety of subjects I get to handle and photograph.

What career path did you follow from education then employment and then to your current job?

I started work at Sunderland Museum & Winter Gardens 36 years ago then studied part-time for the C&G qualification and then studied part-time for the BA in Fine Art Photography at the University of Sunderland.

**Career
Profiles**

Finance Officer

Museums aren't the richest of sectors. Funding can come from a variety of sources like local and national government, donations, grants, and retail. When money is invested in our sector it is important that it is managed effectively so the role of a Finance Officer is important. They are the people that ensure the money in an organisation is accounted for. They train staff on how to follow budgets and monitor when money is coming in and out of the organisation. It is the Finance Team's responsibility to make sure that their organisation follows financial regulations and procedures.

Possible responsibilities

- Maintaining computerised and manual financial systems
- Processing invoices for payment
- Monitoring different budgets
- Administration of staff expense and travel claims
- Providing guidance to staff on financial regulations and procedures

Qualifications

Relevant experience in a financial role is essential and qualifications in accountancy would be useful.

Simon Bowers,
Assistant Finance Officer,
Tyne & Wear Archives & Museums

What drew you to this job?

I have done similar jobs in the past and it offered a good salary with a pension scheme.

What do you enjoy the most about your job?

My job is very varied and I'm never left doing the same thing for days on end. I most enjoy creating spreadsheets for use within finance. It's nice to see my work being used by so many people

What career path did you follow?

I finished my A levels then took the first job I was offered (finance position), I stayed there for a few years then went to work for a bank administering mortgages. I didn't like this so I went back to my original job. I did another three years then became a catering manager. When I met my wife we decided to move up to Newcastle. I came up without a job so I temped for six months and then got the job at Tyne & Wear Archives & Museums and that was just under five years ago.



Human Resources Officer (HR)

Museums and galleries have many different people working for them in a variety of different roles and it is the job of the HR Team to recruit these people and ensure that they are able to do the job they have been employed to do. This can involve HR staff monitoring and delivering training on sickness and absence, health and wellbeing in the workplace and payroll. HR staff also advise managers and staff on employment laws and procedures. HR staff will work with an employee in some form or another from their initial appointment in the organisation all the way through till they leave.

Possible responsibilities

- Administer the recruitment and selection process for new staff
- Monitor staff development and provide or suggest training opportunities
- Advise managers on employment procedures and changes to employment policies and law
- Monitor sickness and absence records and work with staff to promote health and wellbeing

Qualifications

Experience in a Human Resources role and working towards a recognised qualification from the Chartered Institute of Personal Development (CIPD) would be useful.

Fiona Gilchrist,
HR and Training Manager,
Tyne & Wear Archives & Museums

What drew you to this job?

I wanted a change from working in the private sector (retail HR) and wanted to work in the public sector where I would have the opportunity to use my abilities more productively. I also had an interest in museums and galleries.

What do you enjoy the most about your work?

The people within the organisation. They really love their jobs and they are doing something that they have worked towards at college/university, etc. which makes my job a lot more rewarding.

What is your proudest moment in your current job?

Tyne & Wear Archive & Museums reaching the finals of the North East Regional CIPD awards for Equality and Diversity in the Workplace. I nominated us and was lucky enough to attend the awards ceremony. Although we didn't win we were runners up and were up against large organisations such as Sunderland University and Proctor and Gamble.

Trading and Development Officers

Museums and galleries are funded from a variety of sources. These sources range from local government grants, business sponsors, charities, donations and retail. The role of a Trading or Development Officer is to help raise funds for museums and galleries and the events and activities they deliver. Without new and continuing sources of funding museums couldn't run effectively.

Possible responsibilities

- Help to prepare Funding applications
- Research possible sources of funding
- Manage museum shops and stock
- Assist in the management of venue hire and corporate events

Qualifications

Good GCSEs in Maths and English are required and a qualification in marketing, sales or fundraising would prove useful.

Viv Anderson
Trading Development Officer,
Tyne & Wear Archives & Museums

What roles have you had in the museum/gallery sector?

I've worked as Laing Art Gallery Shop Manager and now Trading Development Officer, looking after e commerce, wholesale, image reproduction & licensing and filming for all Tyne & Wear Archives & Museums venues.

What is your proudest moment in your current role?

Working with our new website shop which now has online payment.

What do you enjoy most about your work?

The different possibilities and potential to develop our services.

**Career
Profiles**

A person in a museum, seen from behind, holding a large white sign with a red tab at the top. The sign has the words "Career Profiles" written on it in a bold, black, sans-serif font. The person is wearing a dark jacket and is standing in a museum gallery with other visitors in the background.

Career Profiles

Senior Manager

The bigger the museum and gallery organisation, especially when there is more than one venue to look after, the more chance it will have high level management. Depending on the organisation size these managers may have overall responsibility for various departments or a series of venues. They will manage the managers, write business plans, devise policies and strategies and manage high profile projects that involve a great deal of money. To become a Senior Manager you don't have to have a specialised business degree or high level management training. Many Senior Managers start at the bottom and work up from many of the departments we have looked at so far.

Possible responsibilities

- Management of staff, venues or departments
- Managing high profile projects and budgets
- Promoting their venues to a varied audience and to the wider museum sector.

Qualifications

It is expected a Senior Manager would hold a degree or have achieved a similar qualification. Management and Financial qualifications would be useful and experience of managing staff, projects, or venues is expected.

Career path

You can become a Senior Manager in a museum organisation by following many different routes from exhibitions, visitor services, learning, or many other careers.

**Iain Watson,
Assistant Director,
Tyne & Wear Archives & Museums**

What drew you to this job?

The opportunity to make a difference. Working for one of the country's leading cultural organisations.

What is your proudest moment in your current role

Many great moments, one of the best was getting the Heritage Lottery Fund grant for the Great British Art Debate project – a really interesting partnership involving Tyne & Wear Archives & Museums, Tate Britain, Museums Sheffield and Norfolk Museums.

What career path did you follow?

Following a masters degree I worked in University research and then undertook a teaching qualification which led to my first job in museums.

Director

This is the top job in a museum. They may be also called the Chief Executive Officer or other appropriate titles. They are appointed by and answer to a committee of people, perhaps local government officials or a board of trustees. It is their responsibility to lead their staff and organisation and ensure the continued development. They have a direct overview of everything that happens from budgets, staffing, exhibitions, marketing, corporate policies and strategy.

Possible responsibilities

- Find sources of funding to help develop their museums
- Report on successes and achievements at local and national levels
- Ensure that all the branches that make up their organisation have the best available support and resources to enabling them to do their jobs effectively
- Develop business plans and strategies to ensure their organisation is running efficiently.

Qualifications

It is expected a Director would hold a degree or have achieved a similar qualification. Management and Financial qualifications would be useful and experience of managing staff, projects, or venues would be expected.

More information

For more information on careers in museums and heritage sites the following websites may be useful.

Website from the Museums Association which looks at career opportunities

www.museumsassociation.org/careers

Website from Creative and Cultural Skills to help individuals find out more about careers in the creative and cultural sectors

www.creative-choices.co.uk/

Like many jobs you would have to apply to the organisation and go through an interview. Working in museums is no different. Knowing how to fill in an application form to ensure you get that interview and then preparing for the Interview can be extremely nerve wracking. There is lots of advice out there that you can follow to help you to prepare, just see the links below, but here are our five top tips that can help you get that foot in the door.

Read the job specification

You can save yourself a lot of effort by simply reading what skills, qualifications and experience is actually required. If you meet the requirements go ahead and apply. If you don't meet the requirements don't waste your time because you won't get an interview.

Writing your personal statement on application forms

To help you get that interview you must effectively match up the job requirements to your own skills, experience and qualifications. You will stand a much better chance of interview if you can meet all the essential criteria and some of the desirable criteria on a job specification.

Read the application form carefully

Make sure you know how to fill in your form. Does it need to be in block capitals, black ink, posted to a certain address or department? What is the deadline? All of these things can stop an application form from being processed and you won't get the interview you may deserve. Applications could be available in various formats, paper or digital. A word processed form may help you eliminate avoidable mistakes.

Research your potential employer

It's worth finding out as much information as you can about the job and organisation you are applying to. The more you know the more it will help to ease any nerves you may have and help you answer any questions. If possible, it is always worth visiting the museums you have applied to before applying.

Selling yourself at the interview

Listen to the questions carefully and take your time to think about the answer. Preparing yourself for any questions you know may be asked will help, for example, why do you want this job? What are your strengths and weaknesses? It is always worth remembering to answer questions positively, even if the question requires you to give a negative example, e.g. describe an experience that didn't go to plan? You would say what you learned from that experience.

For more information on applications, interviews and CVs visit the following websites.

www.connexions-direct.com

Information on a wide range of topics as well as confidential advice and practical help.

careersadvice.direct.gov.uk

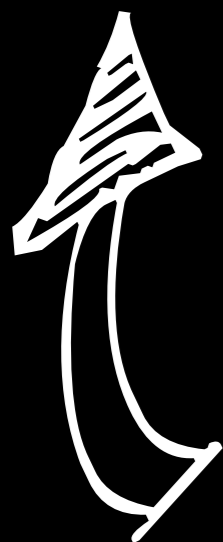
Government website offering careers advice and guidance.

www.prospects.ac.uk

UK website offering advice and guidance on careers for students and graduates. It is mainly aimed at university graduates but there is a lot of relevant advice regarding applications, CVs and interviews.

04

Getting
that job



05

Volunteering

One of the best ways to learn how a museum or gallery operates whilst gaining valuable experience to help you get that first job, is to volunteer. Some museums have Volunteering Coordinators who recruit and manage teams of volunteers who can work in various roles in their venues. There are also volunteering organisations that can help people find placements.

Opportunities are very popular and it is not always easy to get a place in a museum or gallery. Volunteering can prepare you for getting that first job in different ways. Often you will need to apply and go for an interview before you are given a place. Don't let that put you off because it is all excellent experience and when you finally have that place, it can be extremely rewarding. It can add a lot to your CV as employers will see you are keen to develop your skills. There are many places you can volunteer which can help give you skills that can transfer to many different careers. The web links to the right provide information about volunteering in your area.

Websites from organisations related to Volunteering

www.direct.gov.uk/volunteering

Government website on Volunteering

www.volunteering.org.uk

Volunteering England the national volunteering development agency

www.do-it.org.uk/

A national database of volunteering opportunities in the UK

www.timebank.org.uk/

TimeBank is a national charity inspiring people to volunteer in their community

www.twmuseums.org.uk/volunteering

Website on volunteering with Tyne & Wear Archives & Museums

www.thebowesmuseum.org.uk/friends-volunteers-committee

Site on volunteering with the Friends of the Bowes Museum

www.nationaltrust.org.uk/volunteering

Site on volunteering with the National Trust



There are a range of course and qualifications that can lead you into a museum career however not all museum jobs require a university degree or specialist qualification.

There are many people who work in museums who knew that was what they wanted to do and planned their education and training after school to achieve that. There are some people who find themselves in museum work by chance. It might surprise you that some people train for many other jobs before they found their skills being put to good use in a museum. That dream job you have been looking for can appear in the unlikelyst of places.

As there are so many varied jobs available there is not one single route you would have to follow in order to get a job in the museum and heritage sector. Even if you compared people doing similar jobs they may have followed completely different career paths. You can see this by comparing these three Learning Officers, who work in the North East, in similar roles.

Learning Officer 1

This member of staff studied and achieved over five good GCSE's and went on to study a vocational Art and Design Course and two A levels. This led to him to complete a degree in Fine Art at University. After a year out working in telesales he returned to university and completed a post graduate teaching certificate which allowed him to teach Art in secondary schools. After teaching for almost three years he left teaching and worked as an Assistant Learning Officer in a local museum and art gallery. After nearly three years as an assistant he was appointed to a Learning Officer role.

Learning Officer 2

This member of staff achieved very good GCSE and A results which allowed her to study English Literature at University. Following on from this she then went on to study for a post graduate qualification in Heritage Education and Interpretation. During this time she volunteered with a local museum and then at the same time worked as Learning Assistant at another museum. After a year she got a new role as a Learning Officer.

Learning Officer 3

This Member of staff achieved good GCSE and A level results and went on to study Environmental Science at university. Following on from this they completed a modern apprenticeship in Business Administration which then led to two local government roles. During this time they volunteered for a local wildfowl charity. This then led to a museum role as an Assistant Learning Officer. After eight years in this role they were appointed as a Learning Officer.

There is no right or wrong way of getting a job in a museum. You can plan out your education and training carefully to lead you to the job you want or you can find that your experience in other areas is perfect for the role you want.

06

Education + Training

Years 10 & 11 (Level 1 & 2) School

Years 12 & 13 (Level 3) College/Sixth Form

If you are interested in working in the museum and gallery sector choosing the right qualifications at KS4 can set you on the path for your future career. History, Art or Science at GCSE are all qualifications that prove useful in some of the roles that you have already seen in this guide. If you have a clear idea of which career you would like to follow then considering the subjects you study at this level will help you along your career path. The same applies when you come to consider your options for AS and A levels at college or sixth form.

If you would like to follow a vocational route into the sector there are useful qualifications available in some schools and colleges. Qualifications in Leisure and Tourism can help open a number of possible routes into a variety of Museum and Gallery related roles.

Over the next few years the new Diploma qualifications are being rolled out across the country. These qualifications may be available through your school, sixth form or college and could offer a potential route into the museum and gallery sector.

The Diploma in Creative and Media
The Diploma in Public Services
The Diploma in Travel and Tourism
The Diploma in Humanities

For more information visit this Government website on Diplomas. yp.direct.gov.uk/diplomas/

University Foundation (Level 4)

At Level 4 students who wish to continue on to university but haven't achieved the required qualifications to move to study their first degree have the opportunity to take Foundation Degrees in their chosen subject. Courses are available in a variety of Colleges and Universities in areas such as Art and Design and Travel and Tourism that could link into a future career in the museum sector. To find out more visit the UCAS website on Foundation Degrees:

develop.ucas.com/FDCourseSearch/About.htm

University Undergraduate (Level 5)

If you know that you want to work in the museum field there are specialist courses you can follow that can help you get a range of jobs in the sector. There are some University courses available that allow students to take museum and gallery themed courses for their first degree, straight after leaving college or sixth form. Searching the UCAS website will help you see what is available across the UK:

www.ucas.co.uk

University Postgraduate

Many students opt to specialise in museum and gallery studies after they have completed their first degree. There are many Universities across the UK that offer 1 year post graduate courses that allow students to specialise in museum work. Students could have previously studied in a variety of areas for example, History, Archaeology, Fine Art, Science or English language, to name only a handful. Here are some of the courses available in the North East of England: (see next page).



The University of Newcastle

www.newcastle.ac.uk

- Museum Studies – MA, Post Graduate Diploma and Postgraduate Certificate
- Art Museum and Gallery Practice MA, Post Graduate Diploma
- Heritage Education and Interpretation
- Cultural and Heritage Studies

The University of Northumbria

www.northumbria.ac.uk

- MA Museum and Heritage Management
- MA Cultural Management

For more information on courses visit the University of Northumbria website

Durham University

www.durham.ac.uk

- MA Museum and Artefact Studies

The University of Sunderland

www.sunderland.ac.uk

- MSC Cultural and Heritage Tourism Development
- MSC Heritage Development

notes

**For more information on courses
visit the university websites**

This guide is designed to show you what roles are available in the museum sector. There is a wealth of information and advice out there that can help you find the career you want and we hope this guide can help to put you on the right path.

Good luck.





Contacts

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