

Traineeship description

Trainee Title: Trainee: Heritage Learning, Interpretation and Participation (6 months fixed term)

Hours: 36hrs per week (not including Lunch), split between Orleans House Gallery and Arts and Crafts Hammersmith¹

Trainee support: Arts Education Manager / designated line manager at off-site placement

Closing date: 24th May 2015, Midnight

Department: FCS	Salary: £16,575 pro rata
Section: Arts Service, Orleans House Gallery	

Main Purpose of Traineeship: To gain knowledge and experience of working in the Arts and Cultural sector through a bespoke training programme. To support the development and delivery of heritage archive management, conservation, learning, interpretation and participation programmes for *Arts and Crafts Hammersmith* and at Orleans House Gallery. To undertake work based training alongside a tailored training programme to develop skills that will enable entry into a career path in the cultural, heritage or arts sector.

Trainees will:

For Orleans House Gallery:

1. Engage with the development and delivery of heritage learning and interpretation activities with a variety of learner groups through hands on training with artists and workshop leaders.
2. Develop and pilot interpretation activities for wider learning initiatives and project work across the Gallery.
3. Gain knowledge and understanding of the evaluation process for heritage learning by gathering and analysing feedback for users and non-users.
4. Learn techniques for successful marketing and recruitment for heritage learning programmes.

For Arts and Crafts Hammersmith:

5. Assist in an active programme of archiving, cataloguing and digitising of heritage items and objects, to enable the outcomes of the *Arts and Crafts Hammersmith* project

¹ A partnership between Emery Walker Trust and William Morris Society, based in Hammersmith, West London

6. Gain experience and learn specialist skills associated with document and object handling, conservation, collections care, labelling, cataloguing, storing and digitisation
7. Provide support in the transference of essential data on collections and archives held by the project partners using MODES software.
8. Assist in the logistics, planning and delivery of the major decant of collections and archives from the partners' respective properties, into appropriate repositories and stores
9. Provide support for the partners' public programmes of work, and special activities and events organised for the *Arts and Crafts Hammersmith* project's transition to capital phase in autumn 2015

Jointly:

10. Work on initiative by devising and undertaking projects, one at Orleans House Gallery and one for Arts and Crafts Hammersmith, with support from Line Manager where required.
11. Complete a training log and contribute to evaluation requirements of Skills for the Future programme.
12. Carry out the responsibilities of the traineeship and undertake all training, duties and interactions with staff, volunteers, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council's policies, procedures and guidelines on safeguarding & child protection, customer care, health and safety, equality and diversity, and the Investors in People standard, as well as the policies in place at Emery Walker Trust and William Morris Society.
13. Be flexible and committed in your approach to the traineeship, carrying out other duties which are in line with the expected general level of responsibility required of the post.

These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.

Trainee Experience, Qualifications and Skills

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Criterion	Essential	Desirable	Assessed by Application (A) or Interview (I)
<u>Education/qualifications</u> <ul style="list-style-type: none"> Degree (or equivalent qualification/experience) in a relevant subject is desirable. Applications are welcome from those without degrees 		Yes	A
<u>Experience (paid or voluntary)</u> <ul style="list-style-type: none"> Experience of working with archives and/or museum/heritage collections Experience of working with children, young people or adults and supporting their learning Experience of working in teams, but also on own initiative with less direct supervision Experience of working and delivering to deadlines 	Yes	Yes Yes	A A & I A & I A & I
<u>Skills/Abilities/Knowledge</u> <ul style="list-style-type: none"> Knowledge of the basic principles of archiving, record keeping and cataloguing Interest and enthusiasm to learn about Museums and Heritage organisations and their public engagement activities Attentive and able to follow instruction Accuracy and close attention to detail Ability to communicate appropriately and effectively with a range of people, including professional colleagues and volunteers Knowledge about and/or interest in at least one of the following areas: <i>(this knowledge does not have to be demonstrated through a formal qualification and might arise from personal interest/enthusiasm)</i> <ul style="list-style-type: none"> history of design 	Yes Yes Yes Yes	Yes	A & I A & I A & I A & I A & I

<ul style="list-style-type: none"> ○ historic houses and collections ○ the Arts and Crafts movement, or art and design from the late Victorian period ○ museum collections/objects/archives ○ art history ○ oral history ○ social/political history ○ community/local history ○ domestic or women's studies ○ the history of the UK <ul style="list-style-type: none"> ● Good level of ICT knowledge – ideally the use of integrated database and cataloguing software, use of Microsoft Office, social media platforms ● General understanding of why it is important that a broad range of people engage with heritage ● Broad understanding of health and safety, management of data, and equality and diversity in the workplace 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">A & I</p> <p style="text-align: center;">A & I</p> <p style="text-align: center;">A & I</p>
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> ● Have an interest in a career in the heritage, arts or cultural sector with an emphasis on cultural and heritage conservation, learning and interpretation ● Have an ability and awareness of the need to work carefully and accurately with heritage assets in the form of paper based archives and records, objects (including textiles, artworks, furniture) and other collections ● Be committed to creating accessible heritage learning experiences, which meet the needs of a diverse community, and the importance of wide access to heritage archives and collections through physical and virtual means ● Demonstrate interest and enthusiasm for undertaking training and short courses. ● Be motivated and able to use initiative - following sufficient training from supervisors. ● Be personable and adaptable ● Be flexible and willing to work on occasional evenings and weekends if required, ● Show a willingness to support the overarching aims and objectives of Orleans House 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">A & I</p> <p style="text-align: center;">A & I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A & I</p> <p style="text-align: center;">A & I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A & I</p> <p style="text-align: center;">A & I</p>

Gallery, <i>Arts and Crafts Hammersmith</i> project and the Emery Walker Trust and the William Morris Society	Yes		
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Additional Information

Please note that activity and tasks carried out for *Arts and Crafts Hammersmith* will include some manual handling and moderate working at height. Full risk assessments will be undertaken with the trainee at induction, and instruction given.

An enhanced Disclosure and Barring Service (DBS) check will be required for the successful candidate.

At Orleans House Gallery we want to receive applications from people from all backgrounds and increase the diversity of our workforce. We encourage applications from those from black, ethnic minority applicants as these groups are currently underrepresented in our sector.

An open day will be held in the afternoon of **Thursday 21st May 2015** at Orleans House Gallery, Twickenham, TW1 3DJ for potential trainees to seek advice about their application. Booked appointments only.

If you want to book an appointment at the open day, have any questions or would like an application form please contact Alice Le Page on 0208 831 6445 or email alice.le-page@richmond.gov.uk

To apply please return a completed application form to alice.le-page@richmond.gov.uk. You may also send a C.V if you wish. Closing date for applications is **Midnight on Monday 25th May 2015**.