



# Museum Futures

## Paid Traineeship

**Location:** Royal Pavilion & Museums, Brighton and Hove (BN1 1EE)

**Role Title:** Museum Futures Trainee

**Bursary:** £13,350 (Tax exempt)

**Full-time one year training placement starting 14 January 2019**

**Taster Day on 3 October. For more information:**

### What is Museum Futures?

This programme is a partnership of museums across the UK working together to support new candidates into museum work who are interested in gaining digital skills and broader heritage experience. Each trainee will be based for a year at their chosen museum but will benefit from the [network of other participating museums](#) through regular training sessions and the community of Museum Futures trainees.

The aim of this programme is to seek out young people who may not have considered a career in museums before and who have the digital confidence to work on new digital projects including digitisation of objects and digital engagement online.

Trainees will complete an accredited Level 3 diploma in Cultural Heritage and gain in-work skills training and experiences to add to their CV and further their career opportunities. For these reasons we encourage young people aged 18-24 that have not completed an undergraduate degree to apply. Candidates with over 6 months paid or unpaid experience of working in a museum and/or a postgraduate qualification in a related area are not eligible to apply.

Museum Futures is a positive action traineeship. We particularly welcome applications from candidates that are under-represented in the museum sector, including black and minority ethnic candidates, candidates from diverse socio-economic backgrounds, and/or candidates with disability.

### What is Royal Pavilion & Museums?

The Royal Pavilion & Museums is the museum service of Brighton & Hove City Council. It directly operates the Royal Pavilion, Brighton Museum & Art Gallery, Hove Museum & Art Gallery, the Booth Museum of Natural History, and Preston Manor.

Our mission is to use our unique collections, buildings and knowledge to connect people to the past and help them understand the present in order to positively influence their future.

When Brighton Museum & Art Gallery first opened in 1873, the Mayor of Brighton declared that it would: 'Inspire the minds and morals of the people, forget the busy world and afford pleasure and

consolation from illness or depression'. This commitment to learning and improving the wellbeing of our visitors continues to drive us today.

## **What will the trainee work on?**

The Museum Futures trainee will help Royal Pavilion & Museums improve its online offer by getting more of our digitised collections and stories online, and making sure this material can be accessed and used by others for many years to come.

The chosen candidate will be fully trained on digitisation, including creating and editing photographic images. They will work on the digitisation of objects in the museums' collections, help to organise new ways of building an audience for its digital content, and support a new programme of digital preservation.

This will be an opportunity to learn more about how museums work with digital technology, and get hands on experience with new and innovative programmes of work.

### **Key Responsibilities**

- Support work in digitising its collections and publishing the media and data online
- Help introduce a new programme of digital preservation across the organisation
- Support the training of staff and volunteers from across Royal Pavilion & Museums in new processes and systems
- Complete all required documentation for the Level 3 Diploma in Cultural Heritage
- Attend 10 training sessions over the course of the year, hosted at Museum Futures partners located across England (travel expenses will be covered). Also attend one induction training and one end of programme celebration event at The British Museum
- Help coordinate one training session at York Museums Trust for the wider Museum Futures network

## **Who should apply?**

### **We are looking for people who are:**

- Interested in museums and curious about objects and the stories they can tell
- Computer literate, confident with using digital technologies, and with an interest in broadening digital knowledge
- Good team players
- Can show they will benefit from this opportunity
- Willing to commit to a year-long programme of self-development and learning

### **It is also desirable that candidates are:**

- Reliable, punctual, and adaptable to new working environments and teams
- Motivated to develop and learn new skills
- Good communicators, both written and verbal
- Able to plan and organise their time
- IT literate with experience of using Microsoft Excel and Word

## **How to Apply**

We will be hosting a taster day for this role on 3 October 2018, 11am-3pm. Potential applicants will be able to explore what it is like working at a Museum, try some digitisations tasks and activities, and speak with staff. We encourage applicants to attend the taster day before submitting their applications.

**Sign up for the taster day on 3 October:** <https://bit.ly/2N2DxCV>

To apply for this role, please complete the application and monitoring forms which can be found at:  
<https://brightonmuseums.org.uk/MuseumFutures2019>

**Key recruitment dates:**

- Taster Day: 3 October
- Application Deadline: 22 October
- Group Assessment: w/c 5 November
- Individual Interview: w/c 19 November