**Cultural Intern Scheme Placement Proposal // 2015 – 16**

**BIRMINGHAM MUSEUMS TRUST**

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| **Proposed placement period** | From: 05 October 2015  To: 25 March 2016 |
| **Address where placement would be carried out** | Birmingham Museum and Art Gallery  Chamberlain Square  Birmingham  B3 3DH  Museum Collections Centre  25 Dollman Street  Nechells  Birmingham  B7 4RQ |
| **Department responsible for the placement** | Collections – placement in Curatorial and Exhibitions team |
| **Placement supervisor** | Daily line manager:  Katie Hall, Exhibitions Officer |
| **Description of the project/s to be undertaken** | *Specific details of the project/s to be delivered, with any associated milestones and targets.*  The intern will have the opportunity to support the development and delivery of the following:   * The main project for the intern will be the development of BMAG’s Gas Hall 2016 summer exhibition. The show will coincide with Birmingham City Council’s initiative the Year of Youth Art and will be around the theme of the ‘Museum of Curiosities’. The project will involve links with schools and youth groups (TBC). We will work with groups of young people to select their favourite and most unusual objects from the collections that are currently in storage. The intern would work with the exhibitions, curatorial, learning, community engagement and PR/marketing teams to develop the content of the show. The exhibition will open to the public in June 2016 (date TBC). *Oct 2015 – Mar 2016* * The installation and de-installation of *Enchanted Dreams: The Pre-Raphaelite Art of Edward Robert Hughes* in the Gas Hall. The intern will work with the Exhibitions Officer, Fine Art Curator and Technical Team to install and de-install works in the Gas Hall and prepare the show for opening. It will involve experience of working with private collectors. *October 2015* and *February-March 2016*. * The development and installation of *New Art West Midlands 2016*, working with the Curator of Modern and Contemporary Art. The project has links with external partners: Turning Point West Midlands, Herbert Art Gallery, mac, Wolverhampton Art Gallery and 5 regional universities. The exhibition opens late February 2016. *October 2015 – February 2016.* |
| **Intern’s role within the main placement project** | *Specific details of the role to be undertaken by the intern and details of the activities that the individual will undertake.*  **Museum of Curiosities**   * Developing partnerships with schools, youth groups and other partners * Engaging young people with museums and heritage * Helping to coordinate the object selection process * Collections management and documentation using the collections management system * Researching collections * Developing exhibition interpretation * Working across BMT sites and with a wide range of staff. * Support the development of an overall interpretative framework and design for the exhibition   Enchanted Dreams   * Assisting with the installation and de-installation of this exhibition * Object handling, object condition reporting, object packing   New Art West Midlands   * Studio visits to the artists * Gather, collate and maintain detailed information about the artists and works in the show * Developing content and interpretation for the exhibition * Support exhibition preparation and installation * Coordinating the deliveries of artwork and assisting the Loans Registrar |
| **Purpose of the placement** | *What will the intern gain from the placement, to be described in terms of skills, knowledge, experience, competencies and networks to be developed.*  The intern will be based within Birmingham Museums’ Curatorial and Exhibitions team, in particular supporting Katie Hall, Exhibitions Officer, and will be part of the wider Collections Team.  They will directly support the development of exhibitions and work on the museum’s exhibitions programme for 2015-16. This placement will provide an exceptional opportunity to experience large scale exhibitions in BMAG’s Gas Hall which is one of the largest temporary exhibition spaces outside London.  The internship is based within the curatorial team so the intern will gain experience of wider curatorial activities including collections management, research and documentation. A role with Exhibitions requires liaison with teams across the museum so they will gain insight into a wide range of the museum’s activities. The intern will also work very closely with the Learning and Outreach Officers in engaging young people, gaining another important perspective on the range of museum work.  The internship will enable the intern to gain experience of a large, independent Museums Service and understand its day to day operations and challenges.  **Knowledge and experience**   * The planning, development and installation of exhibitions within a large organisation * Experience of different kinds of exhibition – historic fine art, an exhibition curated by young people and contemporary art from emerging artists * The opportunity to engage with a wide range of Birmingham’s collections from fine art to social history, science and industry, world cultures and applied art * Collections research * Liaising with key partners and artists * Developing gallery interpretation * Museum collections management systems * Working with other teams across the organisation including marketing and PR, collections management, collections care, learning, technical, community engagement   **Skills and competencies**   * Written and verbal communication skills through working with a diverse range of people and organisations * Best practice in handling and installing works of art * Best practice in working with young people * Problem solving skills * Use of museum collections management software * Strong organisational skills and the ability to work to deadlines * Creativity   **Networks**   * Developing networks within Birmingham Museums Trust * Developing relationships with external organisations including schools, youth groups and other cultural organisations. * Emerging artists in the West Midlands * Regional museum partners |
| **Benefit to the organisation** | *Describe how the organisation will benefit from the placement*  Birmingham Museums Trust will benefit from:   * The Intern’s knowledge and abilities to work with museum collections * The Intern’s ability to work with the Exhibitions Officer within the wider curatorial team * The Intern’s ability to work with a wide range of people, including young people and external partners * The Intern’s ability to research and interpret objects and collections in creative ways * The Intern’s practical contribution to supporting the installation and de-installation of exhibitions |

**Training Activity Checklist**

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| **Category :** | **Training Activities** |
| Collections Management and Care | Managing or maintaining database |
| Assisting with collections care activities including condition checking |
| Object handling |
| Exhibition and Display | Exhibition coordination (museums and galleries) |
| Assisting with the installation/de-installation of exhibitions |
| Artist liaison |
| Exhibition design and layout |
| Marketing and publicity | Liaising with the PR and Marketing teams |
| Supporting PR and Marketing activity |
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| Access and Interpretation | To deliver or assist with the delivery of outreach and engagement programmes |
| Developing interpretation |
| Giving guided tours |
| Assisting with workshops |
| Social media |
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| Administration and Other | Responding to enquiries |
| Project management |
| Writing or editing |
| Clerical assistance |
| Organising meetings |
| Other (please state) |
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**Checklist of applicable Skills/Capabilities expected to be developed**

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|  | **Some relevance** | **Very relevant** |
| Oral communication (including telephone) |  | x |
| Written communication |  | x |
| Writing/editing for publication (e.g. web, promotional materials) |  | x |
| Team working |  | x |
| Finance | x |  |
| Marketing | x |  |
| Public relations | x |  |
| Social networking | x |  |
| Research skills |  | x |
| Problem solving |  | x |
| Innovation (e.g. helping organization to develop its services) |  | x |
| Entrepreneurship | x |  |
| Personal initiative |  | x |
| Use of a second language | x |  |
| IT skills |  | x |
| Project and time management |  | x |
| Organisational skills and able to work to deadlines |  | x |