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

**IRONBRIDGE GORGE MUSEUM TRUST**

|  |  |
| --- | --- |
| **Proposed placement period**(six month duration) | From: 05 October 2015To: 25 March 2016 |
| **Address where placement would be carried out** | Ironbridge Gorge Museum TrustCoach RoadCoalbrookdaleTelfordTF8 7DQ |
| **Department responsible for the placement** | Academic and Curatorial  |
| **Placement supervisor** | Dr. M Thompson, Director of Collections and Learning,  |
| **Description of the project/s to be undertaken**(Please do not describe the organisation) | There are two key projects that will be undertaken over this period.Supporting the development of the Trust’s Library & Archive Research Centre through public engagement, use of social media and the creation of finding aids.Researching and developing content for a temporary exhibition focusing on the Great Exhibition of 1851. The exhibition is scheduled to open in Spring 2016. |
| **Intern’s role within the main placement project**  | The internship is based around increasing access to the Trust’s Library & Archives, however, within this it will have a wide remit. It will be a forward-facing role working towards increasing the levels of public engagement with the collections material. As such, it will require interacting with existing users, non-users and volunteers to understand how access can be improved. It will include working on various social media platforms to publicise the Library & Archives and its holdings and to raise the profile of the service as a whole. It will also require the intern to assist in the creation of catalogues and finding aids to increase access to the collections.The intern will also, once confident, be encouraged to give short talks about the collections and the facilities.In addition to this, and working alongside other staff the intern will have a key role in the research, content development and initial phases of installation of the 2016 temporary exhibition on the Great Exhibition of 1851. They will be given the opportunity to make decisions about images and objects to be included in the exhibition as well as contributing to the narrative structure of the exhibition as a whole. They will be expected to contribute towards the production of text for the exhibition as well as playing a part in reviewing text. The intern will also assist in the arrangements for the Private View for the exhibition and work closely with Marketing to ensure that the exhibition receives media exposure.  |
| **Purpose of the placement** | The intern will gain from the placement in the following key areas:Skills:* Customer service skills and working with the public;
* Creating professional catalogues and finding aids;
* Working with and managing volunteers;
* Effective research methods;
* Writing museum text.

Knowledge:* The role of Industrial Heritage in the wider cultural sector;
* Understanding the role of a Library/Archive in a museum context;
* Staging a temporary exhibition;
* Delivering a museum event (Private View)
* Managing multiple workstreams.

Experience: * Working within an Arts Council England Major Partner Museum;
* Working across departments within the Trust;
* Working with nationally Designated collections;
* Working across library, archive and 3D collections.

Competencies:* Using collections management software such as Adlib;
* Using specific Microsoft packages to produce catalogues and finding aids;
* Utilising varied social media platforms for marketing purposes.

Networks:* Professional contacts within the Trust;
* Contacts from partner organisations including professional bodies such as Chartered Institute of Field Archaeologists, Historic England and the National Association of Decorative and Fine Arts Societies (NADFAS).
 |
| **Benefit to the organisation** | This internship would have a positive impact on the Library & Archives, its users and associated volunteers. It would also have a wide public impact through the temporary exhibition. These are all areas of strategic importance to the Trust where additional resource is welcomed. |

**Training Activity Checklist**

|  |  |
| --- | --- |
| **Category :** | **Training Activities** |
| Collections Management and Care | Managing or maintaining database  |
| Assisting with collections management activities including storage conditions, condition checking and housekeeping |
| Compiling and producing catalogues and finding-aids |
| Exhibition and Display | Exhibition development (museums and galleries) |
| Assisting with the installation/de-installation of exhibitions |
| Carrying out research |
| Producing museum text |
| Marketing and publicity | Audience development through advocacy |
| Marketing and promoting the Library & Archives through social media |
| Events | Event coordination |
| Event delivery |
| Access and Interpretation | To deliver or assist with the delivery of the work of the Library & Archives  |
| Population of website  |
| Use of social media to promote the Library & Archives and its collections |
| Giving short talks relating to the work of the Library & Archives |
| Policy and Finance | Managing delegated budgets relating to the temporary exhibition, in conjunction with the Director of Collections and Learning. |
| Administration and Other | Responding to curatorial enquiries |
| Customer service |
| Writing or editing |
| Using databases to provide information relating to objects/loans |

 **Checklist of applicable Skills/Capabilities expected to be developed**

|  |  |  |
| --- | --- | --- |
|  | **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 |