

## **Position: Museums and Galleries Edinburgh Traineeship x 2**

**Traineeship Number: NSI001**

**Location:** Edinburgh

**Duration:** March 2018 -February 2019

**Entitle to:** Training Bursary Grant of £13,500

### **About the programme**

This Traineeship is one of five offered this year through the Next Step Initiative "Ethnic Minority Career Museum and Built Environment Heritage Programme" across Scotland, supported through the **Heritage Lottery Fund's National Skills for the Future Initiative**.

Museums and Galleries Edinburgh (MGE) will create six Museums and Galleries Traineeships over three years to enable young people from an ethnic minority background to gain insight and experience of a wide range of engagement, visitor services and collections focussed museum roles.

Two Traineeships will be available in 2018.

### **Background**

**Our Vision:** To inspire, enthuse and provoke through a shared passion for Edinburgh, art and history.

**Our Mission:** Museums and Galleries Edinburgh (MGE) enables people to connect with the city, its many histories and its role in presenting art from around the world. We do this through our collections, temporary exhibitions and public programs, both physical and digital. We balance our responsibility to preserve, display and interpret collections with our mission to encourage debate, interaction, reflection and exploration.

**The Service:** We employ over 70 highly committed, knowledgeable and adaptable individuals and we benefit from the enthusiasm and dedication of more than 75 volunteers. Our collections, of approximately 250,000 objects, are diverse and a number are Recognised by the Scottish Government as being of National and International Significance.

We look after some of Europe's most architecturally important buildings (such as the 16<sup>th</sup>/17<sup>th</sup> century buildings which together form the Museum of Edinburgh). We manage nine museum and gallery venues (most of which are A or B listed buildings) and over 200 monuments. Their location, mainly in the city's historic centre, enables us to offer a genuinely world-class museum experience which enhances the Royal Mile and the city's wider cultural, social and tourism offer.

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We are committed to working creatively and adopting new approaches to ensure that Edinburgh has a sustainable, high quality, vibrant and relevant museums service that meets the expectations of visitors whilst also contributing to the well-being and quality of life of residents and diverse communities.

## Traineeship Opportunity

The Traineeship will be coordinated by the Curatorial and Engagement Manager, Commercial and Visitor Services Manager and Curatorial and Conservation Manager, and trainees will be supervised by, and spend time with, members of each of these teams.

S/he will assist with the development and delivery of various services and programmes which will provide in depth experience of three vital work areas for museums: Visitor Services (including in-gallery visitor assistance, retail and reception), Engagement (including learning, events and outreach), and Collections (including documentation, collections care and museum housekeeping).

## Role Descriptor

### Weeks 1-3 Induction and Work Plan

The Trainee will receive an in-depth introduction to MGE, including: City of Edinburgh Council, all the museum and gallery venues and key monuments; the different departments within the organization and key staff in each venue and departments. Induction will also include basic health and safety training and information about standards and issues topical to the Scottish museums sector.

The Trainee will spend time with their supervisor developing a work plan, reflecting as far as possible their preferred SVQ modules. This will be also be influenced by key priorities and events in the Service's calendar, and will ensure the Trainee can participate with a variety of exciting opportunities in 2018/19.

### Weeks 4-50 Visitor Services, Engagement and Collections.

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Trainees will have the opportunity for work-shadowing and hands-on learning as well as opportunity to participate in internal City of Edinburgh Council (CEC) training, and there will be time for both project management and self-directed learning during the 12 months they spend at MGE.

Trainees will work across all key MGE venues. Some weekend and evening work will be required to cover events out-with normal business hours.

### Weeks 51-52 Reflection

The Trainee will have a period of two weeks to reflect upon and write up their experiences, complete any necessary work for the SVQ Level 3 in Museums and Galleries Practice and provide MGE with constructive feedback.

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## Qualification and Training Gained

Next Step Initiative will work with Rewards Training to support the trainee to obtain the SVQ Level 3 in Museums and Galleries Practice. Every effort will be made to capture relevant learning experiences and outcomes. In addition, a reference covering the content of the individual's experience will be given at conclusion of the traineeship

## Selection Criteria: Experience and Skills

The Traineeship would suit an individual with a passion for heritage and museums. No specific academic qualifications are required but the trainee should be able to express themselves clearly in spoken and written English, have reasonable arithmetic and mathematical skills and have good attention to detail.

S/he should have the ability to work without direct supervision using own initiative, and to anticipate and resolve problems. Experience of Microsoft Office programs such as Outlook, Word, Excel would be useful, as would experience of using social media platforms such as Facebook and Twitter.

The Traineeship will focus on the practical vocational skills that are required for work within the heritage sector and understanding these will greatly help underpin any future academic or formal training subsequently undertaken.

Trainees will not be members of MGE staff but will be treated by such by their supervisor, colleagues and fellow trainees. They will be expected to abide by CEC Code of Conduct and policies at all times.

The Traineeship is only open from people from African and Caribbean/ Ethnic Minority Communities across Scotland

## Practicalities

- This is a 52-week workplace-based traineeship starting in March 2018
- A bursary of £13,500 will be paid to support this traineeship
- Trainees will work 37 hours per week and have a leave entitlement of 21 days plus public holidays

Trainees will build a portfolio of achievement to take forward into employment. At induction, s/he will be provided with a training plan which will set out learning objectives and activities in more detail. However, as the training program is responsive to individual trainee requirements, trainees will have the opportunity to liaise with their mentor/ supervisor to establish an individual program of support. There is an opportunity for you to have qualifications and credit framework modules which count towards a vocational qualification.

Trainees on this program form part of a cohort recruited together, and will regularly meet up. Trainees will also be part of an online community, offering support and learning

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opportunities, IT access, stationery and other reasonable requirements will be provided by the placement provider.

### Application Instructions

An application pack including further information is available to download from Next Step Initiative's website at [www.nextstepinitiative.org.uk](http://www.nextstepinitiative.org.uk).

If you have problems downloading the Application Pack, please email:  
[recruitment@nextstepinitiative.org.uk](mailto:recruitment@nextstepinitiative.org.uk)

**Interviews:** week commencing from 13<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup>, 26<sup>th</sup> February 2018.  
Applicants will be contacted by the 12th of February 2018, if they have been selected.  
Any changes to this date will be duly communicated.

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