



**LISBURN & CASTLEREAGH CITY COUNCIL**

**MUSEUM FUTURES  
PAID TRAINEE INTERNSHIP- HERITAGE QUALIFICATION OPPORTUNITY**

**JOB DESCRIPTION**

**Role Reference:**

**Date:** 13 September 2019

<b>ROLE TITLE:</b>	Museum Futures Trainee
<b>BURSARY:</b>	£13,350 (tax exempt)
<b>RESPONSIBLE TO:</b>	Research Officer
<b>DURATION:</b>	One Year Training Placement commencing 8th January 2020
<b>LOCATION:</b>	Irish Linen Centre & Lisburn Museum, Market Square, Lisburn, Northern Ireland
<b>HOURS OF WORK:</b>	37 Hours per Week

**About Museum Futures**

The programme is a partnership of museums across the UK working together to encourage new entrants into the museum sector who are interested in gaining digital skills and heritage experience. As a trainee at the Irish Linen Centre and Lisburn Museum, you will benefit from the network of other participating museums through regular training sessions and the community of Museum Futures trainees across the UK.

The aim of this programme is to seek out people aged 18-24 who may not have considered a career in museums. The programme aims to attract candidates 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 people aged 18-24 that have not completed an undergraduate degree to apply.

Please Note:

Candidates with over six months paid or unpaid experience of working in a museum and/or a postgraduate qualification in a related area are not eligible to apply.

The Trainee receives a training bursary, and is not an employee of LCCC or The British Museum

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### **About the Irish Linen Centre & Lisburn Museum**

The Irish Linen Centre & Lisburn Museum is located in Market Square, the historic centre of Lisburn, and last year over 158,000 visitors enjoyed the Museum's exhibitions, events and education programmes. The Museum collects objects, and houses archives relevant to the history of Lisburn, Castlereagh, Lagan Valley, and the Irish linen industry.

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### **Role Description**

1. The Museum Futures trainee will help digitise and catalogue aspects of the Museum's collections, archive, and reference library for visitors, online and internal museum use. For example, photographing linen damask napkins and entering relevant data into a spreadsheet.
  2. The chosen candidate will receive full training on cataloguing and digitising assets (for example, using spreadsheets, taking photographs and uploading data to a website), and gain experience working with a range of software tools, e.g. collections management.
  3. The trainee will work closely with museum staff to prepare material for exhibition, as well as mount exhibitions in galleries.
  4. The chosen candidate will gain experience working with various teams in the museum, including Education, Front-of-house, Collections and Research.
  5. There may also be regular contact with different museum specialists, organisations, and the general public.
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### **Key Responsibilities**

- Support the digitisation of the Museum's collections
- Support the cataloguing of archival and reference material
- Assist in making the collection available and easily accessible online
- Assist in the production and cataloguing of photographic record prints
- Complete all required documentation for the Level 3 Diploma in Cultural Heritage

- Commit to attend 10 training sessions over the course of the year, hosted at Museum Futures partners in England (travel expenses will be covered).
- Commit to attend several events at The British Museum
- Assist in the coordination of one training session at the Irish Linen Centre & Lisburn Museum for the wider Museum Futures network

### Person Specification – Museum Futures Trainee - One Year Training Placement

	Essential Criteria	Method of Assessment
<b>Qualifications</b>	It is essential that applicants have:  1.1- Level 2 qualifications (5 GCSE grades 9-4/ A*-C; level 2 diploma; or intermediate apprenticeship)	Application Form
<b>Knowledge</b>	It is essential that applicants are:  1.2- IT literate with experience of using Microsoft Excel and Word or similar packages 1.3- Confident in use of digital technologies with an interest in broadening digital knowledge	Application Form/Assessment/Interview
<b>General</b>	It is essential that applicants:  1.4- Have less than 6 months paid or unpaid experience of working in a museum  1.5- Are aged 18-24  1.6- Do not hold a postgraduate qualification in a related area  1.7- Are willing to commit to a year-long programme of self-development and learning, including travel to British Museum in London and other UK Museums	Application Form
	Desirable Criteria	Method of Assessment
<b>Desirable</b>	It is desirable that applicants have:  1.8- Some experience of Content Management Systems, e.g. Wordpress or similar  1.9- Some experience of image manipulation software, e.g. Photoshop or similar	Application Form/Assessment/Interview

#### How to Apply

The Irish Linen Centre and Lisburn Museum will be hosting a taster day for this role on 14/09/2019. Potential applicants will be able to explore what it is like working at a Museum, find out more about

the placement, see behind the scenes, and speak with staff. Applicants are strongly encouraged to attend the taster day before submitting an application.

**Sign up for the taster day on 14 September 2019 by emailing -**

**[Ciaran.Toal@lisburncastlereagh.gov.uk](mailto:Ciaran.Toal@lisburncastlereagh.gov.uk)**

**The taster day is from 10am to 1pm and will take place at Irish Linen Centre & Lisburn Museum, Market Square, Lisburn, Northern Ireland**

To apply for this role, please complete the application form which can be found at <http://www.localgovernmentjobsni.gov.uk> by 30 September 2019.

**Key recruitment dates:**

- Taster Day: 14/09/2019
- Advert Date: 13/09/2019
- Application Deadline: 30/09/2019
- Group Assessment: w/c 7/10/2019
- Individual Interview: w/c 21/10/2019

To learn more about Museum Futures visit: [www.museumfutures.co.uk](http://www.museumfutures.co.uk)