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**ARTS COUNCIL
ENGLAND**



Vacancy: Trainee Curator (Paid Internship)

Location: Bodmin Keep Army Museum, Cornwall

Pay: National Adult Living Wage (currently £8.72 per hour)

Term: 9 months (39 weeks) from January 2021

Hours: Full Time - 37.5 hours per week (which may include some evenings and weekends)

This paid internship offers a great opportunity to develop professional skills, experience and knowledge in a dynamic and inspiring Accredited independent museum environment. Working with our small professional team the role is ideal for someone committed to working with museum collections and making them relevant and accessible.

The successful candidate will be an enthusiastic communicator who is excited about museums and collections and about sharing knowledge with diverse audiences through high-quality engagement. They will have a strong digital skills and be committed to diversity and inclusion.

The Trainee Curator will be supported by an individual training plan and budget allowing them to attend training and undertake study trips to museums/galleries. Through Cornwall Museums Partnership the Trainee Curator will benefit from, and contribute to, a peer network of other Trainee Curators in museums across Cornwall. There will be lots of opportunity to build professional networks and skills through the museum's professional staff contacts, Cornwall Museums Partnership's Digital Network, Engagement Network, Citizen Curators programme and other training courses such as the National Army Museum's Regimental Curators course.

This role is an entry-level position designed to provide hands on work experience in a range of museum activities. We welcome all backgrounds and are interested in your potential to develop.

The role will be flexible in response to the impact of Covid-19, with a greater emphasis on digital content if access to the museum and collections is restricted at any point.

Activities will include:

- Assisting the Collections Manager with General Collections Management, Care and Documentation
- Researching specific aspects of the collection

- Developing new exhibitions, blogs, videos and other methods of collections interpretation and community engagement, both digitally and on-site, to connect with diverse audiences
- Assisting with engagement activities and events both digitally and on-site
- Assisting with day to day operations of the museum

We're looking for someone who can demonstrate that they are:

- planning to build a career in museums
- self-motivated and organized
- creative
- an excellent communicator
- committed to diversity
- great with IT (Wordpress website, social media platforms etc)
- committed to professional development

How to Apply

Please email your CV and a detailed covering letter of no more than 2 sides of A4 explaining your suitability for the role, with close reference to this job description. Please title your email *Trainee Curator Application* and send to info@bodminkeep.org

Please also complete our online equal opportunities form at this link
<https://www.surveymonkey.co.uk/r/TraineeCuratorsEqualOpportunitiesMonitoringForm>

To find out more about us visit: www.bodminkeep.org

To find out more about Cornwall Museums Partnership visit:

<https://www.cornwallmuseumspartnership.org.uk>

Closing Date for Applications is Friday 6th November 2020

Shortlisted candidates will be informed by Thursday 12th November

Interviews for shortlisted candidates will be held (via Zoom) on Tuesday 17th November

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