



worthing theatres and museum

Education and Engagement Trainee (Heritage)



Salary: Current National Minimum Wage (depending on age, based on a full year)

Hourly Rate: Current National Minimum Wage (depending on age)

Hours: 25 per week

Holiday : 20 days p.a. plus 8 standard bank holidays (pro rata)

Contract: 6 months

Place of Work: Connaught Theatre, Union Place, Worthing

Closing Date: 19th July 2021

Interview Date: TBC

Who We Are

WTM (Worthing Theatres & Museum) is a newly registered charity dedicated to the following primary objectives :

- ☒ Promoting Dramatic Arts, Theatre and other cultural activities at the Pavilion & Connaught theatres, The Assembly Hall in Worthing.
- ☒ At every opportunity, using these cultural activities to advance Education and promote Social Inclusion.
- ☒ The preservation of important historical collections of decorative arts and clothing in Worthing Museum



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Job Description

Principal Purpose of Job (Role Summary)

This post is part of the Kickstart scheme which is a £2 billion fund to create hundreds of thousands of high quality 6-month work placements for young people. This role has been created to support the Museum Education Coordinator and the Head of Curation and Engagement in delivering the education programme including research, liaising with schools to take bookings and assisting in arranging loans of items from the collection. The successful candidate should be enthusiastic with a desire to learn and grow in a cultural environment. This post aims to prepare the candidate for similar roles with a view to pursuing work/further training in a cultural and/or education environment.

Main Duties, Tasks and Responsibilities

1. To support the education and engagement team to deliver creative heritage engagement and education.
2. Research and write supporting materials for education, interpretation and presenting exhibitions.
3. Help with the delivery of the education, events and exhibition programme.
4. Research the museum collection to reveal the stories they can tell to enhance the education service and the visitor experience.

General

1. Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
2. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.



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3. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.

The postholder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The postholder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Additional Employability Support and Training

The successful candidate will receive the following support and training:

1. 1-2-1 mentoring and progress monitoring
2. CV writing support
3. Interview skills training and mock interviews
4. Access to Cities of Learning online support portal
5. Digital credentials
6. WTM induction training (including equality and diversity, health and safety, safeguarding and fire safety)
7. Systems training (as required)- Gsuite
8. Access to a range of work-based online courses via WTM's learning platform subscription

Criteria

Essential

We are looking for people:

1. with passion and enthusiasm for providing engaging experiences for the public



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2. who are curious about museum objects and the stories they can tell
3. who are open to new experiences and keen to learn and develop new skills
4. who can show they will benefit from this opportunity
5. good literacy and communication skills
6. IT and technology literate and comfortable with learning new systems
7. Attention to detail and ability to follow instructions

Desirable

1. reliable, punctual, and adaptable to new working environments and teams
2. creative and confident in putting forward new ideas
3. Experience of IT systems such as Excel and Word
4. Proactive approach to tasks
5. Interest in education, history, museums or culture generally
6. Experience using calendar systems or booking software

How To Apply

If you are interested in applying for this role please visit our website at <https://wtam.uk/job-vacancies/> and download the application form, once filled out please submit this to business.admin@wtam.uk by the closing date.

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

