



worthing theatres and museum

## **Trainee Curatorial Technician (Archaeology)**

**KICKSTART**  
**SCHEME**

gov.uk/kickstart



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 Archaeologist Operations Assistant in their day to day tasks maintaining and cataloguing the Archaeology collections. 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 and in particular for those interested in pursuing a career in a similar field.

### **Main Duties, Tasks and Responsibilities**

1. To support the Archaeology curator in the digitalisation of the museum's extensive archaeology collection using the latest 360 degree photographic equipment (SpinMe).
2. Support the Archaeology curator in the management of the collection checking that all items are fully catalogued
3. Researching and writing supporting materials for education, interpretation and presenting exhibitions.
4. Help with the display and maintenance of material from the collection both within the permanent galleries and at other sites as required.
5. Monitor the environmental and storage conditions of those collections including display areas and report any problems.
6. Work to ensure all items in the collections are fully catalogued and entered onto the Museum's collection management database CALM in accordance with the Museum Documentation Association's Spectrum Standards.



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7. Familiarise yourself with the Museum's Acquisition and Disposal Policy and procedures.

### 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.
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



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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
9. Training on the SpinMe camera
10. Training on the CALM system

### **Criteria**

#### Essential

We are looking for people:

1. with passion and enthusiasm for providing engaging experiences for the public
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. Experience with photography of any kind
2. reliable, punctual, and adaptable to new working environments and teams
3. creative and confident in putting forward new ideas
4. Experience of IT systems such as Excel and Word
5. Confident working alone
6. Proactive approach to tasks
7. Interest in archaeology/history



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**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](mailto: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.

