

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Museum Curator

Classification: Librarians & Curators

Ref: 13,069

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working in a tourism site providing information on art and history.

Key Tasks: Students will do some observation/shadowing of trained staff during this placement, then after training and under supervision may assist with general tasks at Candie and possibly any of their other sites - Fort Grey, Castle Cornet, Grange House and historic sites e.g. Vale Castle and the dolmens. Duties may include :- some reception duties, answering telephone enquiries and general administration - museum attendant duties - cataloguing items and arranging displays- assisting with archiving of artefacts, researching information- when possible assisting curatorial staff at St John's Street with listing and storing of museum artefacts.

Requirements: Genuinely interested in this type of career. Must be reasonably confident with good communication skills, an interest in history and art would also be helpful. Students should be self-motivated and able to use initiative. Some computer knowledge essential.

Clothing: Smart casual

Working Hours: Monday - Friday 10am - 4pm

Meal Breaks: 1 hour for lunch (students may be unsupervised during lunch breaks)

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Students will be supervised at all times. EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Students will not have any contact with hazardous machinery/chemicals. Students will receive training for any equipment that they may use.SLIPS, TRIPS & FALLS:-Students will not work at heights. CHILD PROTECTION ISSUES:-Students may at times go out on a one-to-one basis with a member of staff (male/female).All staff are police checked.LIFTING & MANUAL HANDLING:-Safe manual handling to be shown as required.ELECTRICITY:-Safe use of electrical items to be shown.WORKPLACE SPECIFIC HAZARDS:-PERSONAL PROTECTIVE EQUIPMENT:-Disposable gloves will be provided.COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:**Next Visit Date:****Risk Band: L**