



BATH
PRESERVATION
TRUST

Role Profile

Post:	Heritage Project Intern
Terms:	6 month fixed term contract, full time 35 hours a week
Salary:	£9,483 for a full-time internship for 6 months (£18,966 full year equivalent)
Holiday:	17 days paid annual leave during the six month internship inclusive of bank holiday entitlement
Reporting to:	Project Manager
Expected dates:	March - August 2023

About the role:

At Beckford's Tower we are delivering a major capital project to repair the building, transform the museum, open up the landscape and create a new programme of events, activities, learning and online activity.

This is an exciting opportunity to join the project team and develop your skills and gain practical experience by working across various different teams and departments to support the project.

Purpose of role:

The intern will be required to support the project, working across areas including collections management, interpretation, archives, learning and engagement including activities and events, marketing and communications and project management. It is anticipated that the six-month programme will require the post holder to spend a month working in each of these areas and appropriate support and training will be provided. This is an internship and the workstreams highlighted provide opportunities for development through practical learning. We will ensure the post holders receive appropriate training and support and that any outputs are appropriate for their level of experience and ability.

Key responsibilities

The following is not an exhaustive list but is to give an idea of the areas of work where experience will be gained. In addition, the post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post.

- Provide support and carry out appropriate tasks in the following areas with appropriate guidance and training, working closely with the relevant staff, consultants and volunteers:
 - Collections management including documentation to support loans and object movement, packing and transportation of objects, reviewing of conservation reports and other related tasks with the support of the Senior Curator
 - Interpretation including reviewing and evaluating content, supporting the development of interpretive elements, helping to plan the installation and other related tasks, with the support of the Interpretation Consultant and Senior Curator
 - Archival research to support project delivery, archive cataloguing and digitization, recording of project activity and outcomes to be added to the archives and other relevant tasks, with the support of the Assistant Curator
 - Learning and Engagement including supporting group visits for schools and community groups, evaluating their experiences and helping to create and deliver activities, workshops and events, with the support of the Activities Officer
 - Marketing and communications including help to create and issue the project newsletter, online blog and social media posts as well as how to write press releases and update the website, with the support of the Marketing and Communications Manager
 - Project Management including reviewing the timeline and budget, attending project meetings and contributing to project progress reports, with the support of the Project Manager

Person Specification

Essential

- Relevant qualification or experience to support entry level work in museums and heritage
- Good IT skills and confidence with Microsoft packages

- Good time management and organization skills
- Good communication skills
- Good team work skills
- Keenness to learn and willingness to listen to colleagues
- Willingness to apply current knowledge whilst learning through practical application
- Self-starter who can work self-supported

Desirable

- Knowledge of Beckford's Tower and Georgian Bath as well as the work of BPT
- Understanding of the role and importance of good collections management
- Understanding of methods of interpretation and how to apply this to different audiences
- Understanding of how to use and build archives for research
- Understanding of how learning and engagement programmes can be used to engage different audiences through practical learning
- Understanding of different communication methods and how they can be used to update audiences, promote activity and convey key messages to different audiences
- Understanding of how to use budget and timeline tools to ensure good organisation, clear targets and monitor project progress

Working hours

5 days a week, with flexibility about when hours are worked

Terms and conditions

- Some physical elements including movement of museum objects, archives and display materials
- Some weekend and evening working may be required to support events and other activity
- Regular travel to Beckford's Tower
- Some lone working