

## Organisation description

The Vale and Downland Museum is an independent, accredited Museum home to archival and object collections associated with Wantage and the surrounding area. Although it has a social history focus, the Museum is also home to a small geology collection. The permanent collection is supplemented by regular temporary exhibitions, which range from thematic explorations of local history, to displays of art and photography produced by local professionals. The education programme caters to the national curriculum, and holiday events for schoolchildren offer extra-curricular opportunities to explore the past. The Museum is also a lively and welcoming community hub, hosting a variety of clubs and events for local people of all ages.

## Role description – Volunteer Intern

This volunteering role is ideal for anyone considering a career in Museums. The volunteer will work with staff and other volunteers from both our curatorial and education teams, which will give them extensive insight into the responsibilities of both departments.

### Curatorial tasks

- Assisting in the development of permanent and temporary exhibitions
- Researching and developing content for the touchscreen exhibit
- Auditing collections, both on display and in storage
- Assisting the curatorial cleaning team in caring for the collection
- Photographing collection
- Updating collection database

### Education tasks

- Assisting with preschool sessions, school visits and family events
- Preparing materials for education sessions and events, including craft activities and gallery trails
- Helping run the Kids in Museums Takeover Day event in November

### Other

- Helping ensure the galleries are tidy and safe, and that interactive activities are useable
- There may be opportunities to present to the general public at Tea and Talk sessions or during festivals

## Applicant profile

No museum experience is necessary; far more important is enthusiasm.

### Essential qualities

- Passion for Museums
- Creative and versatile attitude
- Keen attention to detail; excellent written and spoken English
- Flexible but organised approach to work

### Desirable qualities

- Some understanding of history, archaeology, geology or related subjects
- First Aid trained
- Customer service or teaching experience

### Benefits

- Nominated for the Kids In Museums Family Friendly Award 2017
- Friendly, fun atmosphere
- Meet local craftspeople and learn new skills
- Chance to begin AMA qualification if desired
- Fabulous experience for those intending to go on to further study, or who aim for a career in the heritage sector

### Contact Details

Kate Pozzoli  
Business & Facilities Manager  
Vale & Downland Museum  
Church Street  
Wantage  
OX12 8BL

T 01235 771447  
E [vale.downland@gmail.com](mailto:vale.downland@gmail.com)