



MUSEUM *of* RICHMOND

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Learning Collections Internship (Unpaid)

The Museum of Richmond, which celebrates the rich heritage of Richmond, Ham, Petersham and Kew, through its exhibition and education programmes, is looking to appoint a dedicated Learning Collections Intern to assist with the audit and repacking of the Handling Collection, the review of the Discovery Boxes loans service and with associated aspects such as social media, office administration and marketing.

The Intern will work in collaboration with the Learning and Audience Development Officer for 1 day a week, for up to 3 months

The intern will gain experience in the following areas:

- Collections care and management.
- Collating and reviewing evaluation and feedback from users.
- Helping with the creation and upkeep of education resources and materials.
- Development and preparation of activities or lessons.
- Development and implementation of consistent feedback tools and surveys.
- Collaborating with Museum staff to ensure the successful delivery of the project.
- Promotion and marketing of the project.
- Assisting the Learning and Audience Development Officer with relevant administrative tasks.

This role is particularly suited to an individual with a strong interest in history/heritage education and experience of working with children. We are looking for someone who is dedicated to working with the public and is keen to learn more about how objects can be used to engage visitors. Being a small museum, an internship at the Museum of Richmond provides the opportunity to get a wide range of first-hand experience across different areas.

Students or graduates in a subject related to Education and Museums such as history, cultural heritage, art history or museum studies are particularly encouraged to apply.

To apply please complete a Volunteer Application form and send it to the Learning and Audience Development Officer at learning@museumofrichmond.com with the subject heading Family Learning Intern.

For any questions about the role please contact

Victoria McGrath

Museum of Richmond: Learning and Audience Development Officer

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