Internship Details

Title: Museum Experience Internship

Length of Internship: 3 days per week for 12 weeks.
The assignment will be administered through the University of Cambridge’s Temporary Employment Service and the position will be based at the Whipple Museum of the History of Science.

Reports to: Collections Manager and Learning Coordinator

About the Whipple Museum of the History of Science

The Whipple Museum is one of the eight University of Cambridge Museums. It takes its name from Robert Stewart Whipple (1871-1953), who presented his collection of over 1,100 scientific instruments, and a similar number of rare books, to the University in 1944.

The Museum now holds around 8,000 objects covering the academic discipline of history of science. It is internationally recognised as a centre for object-based research and teaching, and the Museum’s entire holdings have been Designated as internationally significant by Arts Council England. They comprise scientific instruments, apparatus, models, globes, ephemera, prints, photographs, books, and other materials.

The purpose of the Museum is to preserve, augment, interpret, display, and provide access to the collections, making them available for purposes of study, research, and public enjoyment. The Museum is embedded in the Department of the History and Philosophy of Science, and teaching and research play a crucial part in the role of the Museum, both within the Department and the wider University.

About the University of Cambridge Museums

The University of Cambridge Museums (UCM) is a consortium of the eight University Museums and the Cambridge University Botanic Garden. It works in partnership with other University of Cambridge collections as well
as with museums and other partners regionally, nationally and internationally.

Together, the eight University of Cambridge Museums and Botanic Garden represent the UK’s highest concentration of internationally important collections outside London. With more than five million works of art, artefacts, and specimens, the collections have supported nearly 300 years of investigation into the world around us. Today, they bring together people from across the world to explore the big questions: from the earliest forms of life to the future of our planet. We work to deepen understanding of our world, inspire new thinking, and address local and global challenges.

Add web address www.museums.cam.ac.uk
Find out more about our work at www.museums.cam.ac.uk/blog

**Purpose of the internship**

This is a unique opportunity to gain meaningful and valuable experience of the types of work activities that take place in a small museums environment. This internship has been designed to give an individual the chance to try out areas of museum work, including collections management, assisting in the curation of displays, management of social media and understanding Learning in a museum environment. From this, the intern will be equipped with an understanding of what area of museum work they are most interested in.

Activities include:
- Auditing and reviewing collections
- Pest management
- Object handing and packing
- Label writing
- Learning resources management
- Researching handling collection objects
- Understanding volunteer management.

**Training, support and learning outcomes**

This internship is considered as a rounded training opportunity, where the individual will be given a “taster” of many different aspects of museum work. Therefore, training and supervision for each work stream will be carried out by the appropriate individual.
By the end of this internship, the individual will have gained valuable CV building skills to help them understand where their future career may take them.

**The Person**

- Recent graduate or postgraduate in any subject
- Commitment to working in museums
- An interest in museum collections
- Enthusiastic and self-motivated
- Good attention to detail
- Excellent spoken and written communication skills
- Excellent organisational skills with an ability to work to deadlines, prioritise own workload and adapt to changing situations
- Experience of processing information and presenting it in a clear understandable format
- Enjoys working flexibly as part of a team but can take responsibility and initiative when required to do so

**Benefits**

**Salary:** £9.50 an hour

**Holiday:** Pro-rata entitlement based on 28 days holiday per annum including Bank Holidays

**Additional Information**

This internship is conditional upon the satisfactory outcome of a Security Check via the Disclosure and Barring Service. Whether an outcome is satisfactory will be determined by the University of Cambridge.

- **Deadline for applications:** 9AM on 13th January 2023
- **Candidate discussions:** 24th January 2023

*Nothing herein shall constitute a contract of employment between the University and the intern.*

**To apply**

*Please submit a CV and cover letter the details of two referees, outlining your suitability for the internship to the Opening Doors Project Coordinator: opendoor@fitzmuseum.cam.ac.uk*
Equal Opportunities

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

*The University has a responsibility to ensure that all workers are eligible to live and work in the UK*