

Courtauld Job Role

June 2019



Job Profile	
Job Title	Courtauld Intern
Location	Braintree Museum, Manor Street, Braintree, CM7 3HW
Salary	National Minimum Wage
Hours	30 per week (part-time, Monday - Friday)
Contract	Temporary (6 weeks)
Reports to	Exhibition & Collections Curator
Supervises	None
Job Purpose	To research and develop the interpretation materials for the Courtauld exhibition and associated loan of Gauguin prints at Braintree Museum as part of the Courtauld Connects Programme.
Principal Accountabilities	
<ol style="list-style-type: none"> 1. To research and develop themes and narratives for the Courtauld exhibition 2020, using a variety of historical evidence including the Museum's own collection. 2. To explore other records held locally and nationally and draw links to create a wider interpretation of the Courtauld story. 3. To support the planning of the interpretation and public programme activities that will make the exhibition accessible to new and wider audiences. 4. Identify themes and collate new knowledge generated by the volunteer oral history project. 	
Trust Accountabilities	
<ul style="list-style-type: none"> • To take responsibility for maintaining own health and attendance. • To support, contribute and comply with quality and governance procedures as directed by the Trust. • To apply and actively promote the principles of the Trust's Equal Opportunities Policy in all areas of employment and service delivery. • Any other associated duties detailed by the Exhibitions & Collections Curator or her representative. • To advise the Exhibitions & Collections Curator if, at any time, the above duties and responsibilities cannot be performed. • Any other duties as required to support the business including maintaining business continuity. • To apply and actively promote the principles of the Trust's Safeguarding Procedure in all areas of employment and service delivery. 	

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Skills, Knowledge and Experience

(Tested at application and interview stage)

Experience and Qualifications

- Experience of working or volunteering in the heritage sector
- Experience of undertaking research projects
- Studied up to A Level qualifications, including History A level
- Full current driving licence

Skills and Knowledge

- Excellent and accurate IT skills including Microsoft Office.
- Team worker, flexible and willing to take on new challenges.
- A logical and methodical approach with good research and organisational skills.
- Excellent written skills and confident communicator.
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Understanding of different historical sources.
- An interest in local history.
- Understand and demonstrate a willingness to positively promote the Trust's Equal Opportunities Policy

Conditions

Working hours

Flexible Monday to Friday

Working conditions

The role may require working at height on mobile shelving and manual handling of large collection boxes.

Competencies

Communicating Effectively

Demonstrate the effective use of the range of communication methods available: written, spoken, electronic, and use these methods in appropriate ways suitable to the context and situation

- present spoken communication in a polite, friendly and respectful manner seeking to ensure mutual understanding
- listen well and seek clarification and understanding, avoiding jumping to conclusions or making assumptions
- present information and ideas in a clear and understandable way which avoids jargon

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- seek to understand the communication needs of colleagues and customers, being mindful of equality issues and the diverse needs of the range of people we work with
- choose the most appropriate method of communication for the situation, seeking to avoid using one fixed style or approach

Performing efficiently and effectively

Promote good performance, developing clear, structured and efficient ways of managing workload and delivering results. Staff should challenge themselves and others to perform well, and to adhere to the Trust's performance management systems

- ensure that all work carried out by you is in line with business and service plans and supports the overall aims and ambition of the Trust
- plan your workload effectively, reporting achievements, and problems to your Manager
- see tasks and objectives through to completion
- approach challenges with drive and enthusiasm
- strive for continuous improvement in your work and manage your learning and development to enable you to perform to the best of your ability

Using and managing resources efficiently and effectively

Demonstrate the effective and efficient use of the full range of resources used in and by the Trust including time, finances, staffing, equipment, information, materials and buildings

- take responsibility for managing your time, seeking efficient ways to carry out your work, maximising your output and minimising wastage
- use and acquire materials effectively and efficiently minimising wastage, recycling where possible, and striving for cost effectiveness
- seek out ways to improve the use of resources

Engaging with the customer

Understand the needs and requirements of their customers, to provide excellent customer service, and to involve customers in the improvement of services

- provide a helpful and friendly service to customers both internally and externally
- take responsibility for following up on enquiries and solving customer issues
- make efforts to fully understand the customer's needs and avoid assuming that "we know best"
- ensure that you have a full understanding of the needs and requirements of the customer
- seek feedback from internal and external customers on the effectiveness and efficiency of the service you provide

Working well together

Actively foster good working relationships with colleagues and customers in order to collectively achieve the Trust's direction and ambition

- co-operate and work well with all colleagues seeking collective responsibility for the achievement of goals
- demonstrate consideration, and respect for other's feelings and opinions and avoid judging and making assumptions

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- maintain positive working relationships with external contacts in order to maintain the reputation of the Trust
- seek to actively solve problems and avoid passing the issue on to others or leaving the problem unresolved
- demonstrate self-awareness of your style of working and develop flexibility and adaptability in order to work well with others