



## JOB DESCRIPTION

### CAMPBELTOWN MUSEUM

### MUSEUMS & GALLERIES TECHNICIAN MODERN APPRENTICESHIP

**SALARY:** Real Living Wage

**See link:** <https://scottishlivingwage.org/what-is-the-real-living-wage/>

**DURATION:** 1 Year, full time - allocation between study and museum work to be agreed

**TO APPLY:** See application form

**APPLICATION CLOSING DATE:** Monday 4<sup>th</sup> July 5pm.

### SUMMARY OF POSITION

This is an opportunity to contribute to the work of an exciting project partnership at Campbeltown Museum between the Culture Heritage and Arts Assembly, Argyll and Isles (CHARTS) and liveArgyll. This apprenticeship is supported by Museums Galleries Scotland and Skills Development Scotland.

All project partners invite interest for the new Museums and Galleries Technician Modern Apprenticeship, to be focused on the collection at Campbeltown Museum.

This apprenticeship will be managed by the CHARTS Director, supported by liveArgyll. This will also enable the apprentice to build relationships with other apprentices, through other apprenticeships being run by the CHARTS culture, arts and heritage network, with other partner organisations.

### ABOUT CAMPBELTOWN MUSEUM

Campbeltown Museum tells the story of Kintyre through its collection of archaeology, fine art, natural sciences, and social history. Highlights include a Bronze Age jet necklace, a seascape by William McTaggart, a reflector from the Mull of Kintyre lighthouse, and a swooping gannet.

Campbeltown Museum cares for many artworks, these can be viewed [via Art UK](#)

## ABOUT THE MUSEUMS & GALLERIES TECHNICIAN MODERN APPRENTICESHIP

The Museums and Galleries Technician Modern Apprenticeship allows for skills building work-based learning. This involves the completion of the SVQ in Museums and Galleries Practice which is a level 7 qualification, the equivalent of an Advanced Higher, HNC or first year of university and Core Skills at level 6, the equivalent of a Higher qualification.

### What is the SVQ in Museums and Galleries Practice?

Through this qualification, Learners will develop an understanding of the museums and galleries sector, demonstrating their competency through practical experience. The qualification involves the completion of 9 unit including 6 mandatory units:

- Understand the sector in which you work and the wider creative and cultural context
- Take responsibility for your work within a creative and cultural organisation and self-evaluate
- Plan and implement your professional development in the creative and cultural industries
- Assist customers, visitors, or audiences in getting the best from their experience of a creative and cultural organisation
- Provide specific information on a collection for a cultural heritage organisation
- Contribute to the care of items within a cultural venue

Find out more about the qualification at: <https://www.sqa.org.uk/sqa/74396.html>

### What are Core Skills?

Core Skills are qualifications which equip learners with skills required for today's workplaces. The five core skills are:

- Communication
- Numeracy
- Information and Communication Technology
- Problem Solving
- Working with Others

Learn more about Core Skills here: <https://www.sqa.org.uk/sqa/83655.html>

You will bring enthusiasm and an interest in museums and art galleries. Effective communication skills are essential as well as good administrative and organisational skills. Candidates will benefit from having good attention to detail and the ability to react to new opportunities and take initiative makes up a large part of the job.

## OVERVIEW OF RESPONSIBILITY & AREAS OF WORK/STUDY

Understand the sector in which you work and the wider creative and cultural context – understand the heritage importance of Campbeltown in Argyll and Bute
Take responsibility for your work in a creative and cultural organisation and self-evaluate

Plan and implement your professional development in the creative and cultural industries and work within areas of your interest – to be discussed at interview stage
Assist customers, visitors or audiences in getting the best from their experience of Campbeltown Museum – your work will contribute to a better understanding of the Museum
Provide specific information on a collection for Campbeltown Museum – you will research aspects of the collection
Contribute to the care of items within Campbeltown Museum

The above-mentioned tasks and responsibilities constitute an overview and not an exhaustive list. Workload and priorities are ultimately determined by project development and selected areas of study.

The time dedicated to study within this role is anticipated to be in the region of 6-10hours per month, to be agreed during the development of the programme.

## RELATIONSHIPS

- Build and nurture effective working relationships
- Use remote working tools to collaborate with colleagues
- Proactive attitude to seek new knowledge, identify and seize upon learning opportunities
- Collaborate with other staff to support and deliver the apprenticeship
- Work fairly and with integrity and adapt style to different people, cultures and situations

## WORK LOCATION

This apprenticeship is predominantly designed to be situated in Campbeltown, to include at the museum and to build local relationships it is also envisaged that some hot desking may be included from the library/Aqualibrium. Aspects of the role may also be home based as appropriate and related project and/or museum event visits will potentially include other regional/national heritage sites. This will be further discussed with candidates at interview stage. An expenses budget will be provided for work related travel.

## OTHER INFORMATION

Your Rights : <https://young.scot/get-informed/national/your-rights-as-an-apprentice>

Your Salary: <https://young.scot/get-informed/national/national-minimum-wage>

About Campbeltown Museum: <https://liveargyll.co.uk/facility/campbeltown-museum/>

CHARTS: <https://www.chartsargyllandisles.org/about/>

CHARTS Facebook: <https://www.facebook.com/CHARTSArgyllandIsles/>

## **FAQs**

### Who eligible to apply for the qualification?

New or existing staff working in museums, galleries, libraries or archives, who are under the age of 29 and work at least 16 hours a week are eligible to apply.

### How long does the qualification take to complete?

The timescale for the completion of the qualification is 12-18 months.

### How much time per month does it involve?

It depends but most people benefit from dedicating 6-10 hours a month to their qualification. Learners also will meet with their assessor for one hour per month. The qualification will initially take up more of the learner's time as they get used to way it is assessed but this usually eases up over time. The more learner's put into their qualification the more they get out of it in terms of the skills and experience they develop.

### What commitment will CHARTS and liveArgyll give?

Organisations will commit to supporting learners through their qualification including providing them with skills and experiences necessary to complete it. As this is a vocational qualification, learner will have a reasonable amount of time during their working hours to complete their assessments and meet with their assessor. The learner's manager, the CHARTS Director, will also attend quarterly progress meeting with the assessor and learner.

### Where could completing the Modern Apprenticeship lead to?

You could carry on your studies with an HNC, HND or by attending university or continue building your career in the heritage sector.

### Can people with master's degrees do a Modern Apprenticeship with MGS?

No. Those with Master's degrees would not get as much benefit from completing the qualification as those with an undergraduate degree or no qualifications. In the case of many heritage or museum studies master's programmes, the SVQ in Museums Galleries Practice would replicate what they have already studied.

### I am participating in the government's [Kickstart Scheme](#), can I apply?

Unfortunately those undertaking the Kickstart Scheme cannot undertake a Modern Apprenticeship while undertaking their 6 month placement. However, those who undertook a Kickstart placement in the past and are now employed are eligible to apply if they meet the criteria. Employees need to be in post for the duration of the Modern Apprenticeship.

## PERSON SPECIFICATION

### EDUCATION

- Preferred - Nat 4 in English or equivalent or equivalent experience

### EXPERIENCE AND SKILLS

#### Essential:

- Knowledge of Campbeltown / Argyll and Bute
- Strong interest in museums and art galleries
- Ability to demonstrate digital skills relevant to a modern workplace environment
- Keen interest in heritage and the wider cultural sector
- Strong communication skills including good written communication
- Pro-active attitude to learning and development
- Critical thinking and problem solving
- Self-motivated, conscientious, positive attitude and self confidence
- Ability to set and work to deadlines
- Organisational/administrative skills, attention to detail
- Experience of using Microsoft Office and a variety of digital tools and systems or a willingness to learn

#### Preferred but not essential:

- Workplace or volunteering experience
- Knowledge of the Arts/Cultural/Heritage sector
- Understanding and/or knowledge of heritage venues or/and projects in Kintyre and/or Argyll and Bute

### HOW YOU WORK

How people go about their work day-to-day is also important to us. Staff must demonstrate the following skills areas at an appropriate level:

- Works well both independently and collaboratively with team
- Communicates with impact
- Respects inclusion and works with integrity
- Drives for results
- Shows imagination and creativity

In particular this role requires someone who conveys energy and enthusiasm about their work, plans work effectively, readily contributes ideas and seeks out opportunities to develop their own skills.