

## JOB DESCRIPTION

### AUCHINDRAIN HISTORIC TOWNSHIP

### CULTURAL VENUE OPERATIONS TRAINEESHIP

Please note this is a re-advertisement and people of any age are eligible to apply

**SALARY:** National Living Wage

**See link:** <https://www.gov.uk/government/publications/minimum-wage-rates-for-2023>

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

**TO APPLY:** See application form

**APPLICATION CLOSING DATE:** Friday 17th March 2023, 5pm

## SUMMARY OF POSITION

This is an opportunity to contribute to the work of Argyll Aspires, working with [Auchindrain Historic Township](#) and the Culture Heritage and Arts Assembly, Argyll and Isles ([CHARTS](#)). This apprenticeship is supported by the [National Lottery Heritage Fund](#) and [Rewards Training Scotland](#). All project partners invite interest for the new Creative Venue Operations Traineeship, to be focused on the museum at [Auchindrain Historic Township](#).

This traineeship will be managed by Auchindrain Historic Township and supported by the [Argyll Aspires](#) project manager on behalf of [CHARTS](#). This will enable the apprentice to build other relationships through additional apprenticeship and trainee programmes being run by CHARTS.

This opportunity will lead to a qualification in Cultural Venue Operations at SCQF level 6, providing the successful candidate with a qualification that will demonstrate aptitude in this area. Please see all details below.

Please note that the recruitment process will include the offer of an Auchindrain Historic Township site tour to everyone shortlisted to interview. Taking up this offer is encouraged but non-essential and travel expenses can be provided. Should applicants wish to take up this offer, more information will be provided alongside the invitation to interview.



## ABOUT AUCHINDRAIN HISTORIC TOWNSHIP

The museum at Auchindrain is an internationally-significant 22-acre historic site near Inveraray. It is the last survivor of the traditional rural communities which were the target of the Highland Clearances. Today, Auchindrain is the most complete remaining example of this type of settlement. Since the 1960s, it has been run as a museum and visitor attraction, by an independent charity working with the support of public funds.

Townships were found throughout Scotland up until the Clearances of the 18th and 19th centuries, when most were broken up into smaller crofts, and many tenants were evicted. Auchindrain survived the Clearances, partly due to its remote location. The township's buildings (which make up a Nationally Recognised Collection) are preserved in an authentic condition, furnished with everyday objects. Exploring Auchindrain is a way to experience the last remains of a way of life now lost forever.

## ABOUT THE CULTURAL VENUE OPERATIONS TRAINEESHIP

The Cultural Venue Operations Traineeship at SCQF level 6 provides learners with a qualification that will demonstrate their aptitude in this area. This Traineeship will develop the learner's confidence and awareness of the skills they have acquired, which they can use for employment and/or further study.

This qualification covers areas such as supporting the organisation of an event or exhibition, working with other people in a business environment, solving business problems and evaluating the customer, audience or visitor experience.

*'The museum has a long history of providing young people with opportunities to develop their practical and life skills so that they can move on into good careers. The successful candidate will spend time working across all areas of the museum's activities – Visitor Services, Administration, Collections, and Site Maintenance. Guided by the structure of the traineeship, we will help you learn a realistic range of the tasks that are involved in operating the museum, then how to identify,*



*plan and finally manage what needs to be done. The work you do will be very wide-ranging in its nature, with the focus being more on developing leadership and organisational abilities rather than a high level of practical skills so that after a year, you are well prepared to move on to a junior management job in a visitor attraction, performance space or other similar venues.'*

Bob Clark, Auchindrain Township Museum, Head of Collections & Visitor Services

## WHAT IS THE TRAINEESHIP IN CULTURAL VENUE OPERATIONS?

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 8 units, including 4 mandatory units:

- Support the Organisation of an Event or Exhibition
- Work with Other People in a Business Environment
- Ensure Responsibility for Actions to Reduce Risks to Health and Safety
- Respond to Incidents and Emergencies

Find out more about the qualification at: <https://www.sqa.org.uk/sqa/69988.html>

You will bring enthusiasm and an interest in heritage and museums. Effective communication skills are essential as well as good organisational skills. Candidates will benefit from having good attention to detail and the ability to react to new opportunities.



## 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 Auchindrain Historic Township 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 the interview stage.
Assist visitors and groups to ensure all customers get the best from their experience at Auchindrain Historic Township – your work will contribute to a better understanding of the Museum.
Research and produce information on specific aspects of the site’s history or the museum collection.
Contribute to the care of the historic site, and its collection.
Assist the team at Auchindrain with marketing, social media, and fundraising.
Assist the management team with the administration of the site.

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.



## 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 museum staff to support and deliver the apprenticeship
- Work fairly and with integrity and adapt style to different people, cultures and situations

## WORK LOCATION

This work will be mostly based at the Auchindrain Township Museum and at home. The successful candidate will agree to a regular work pattern with the Museum. Additional and related Argyll Aspires event visits will be offered. Expenses will be provided for any work related visits offered through the Argyll Aspires programme.

## PLEASE NOTE

Before applying for this post please explore the Auchindrain Historic Township website to ensure you fully understand what the museum is like and where it is. The only public transport that serves Auchindrain is the Glasgow-Campbeltown service, 926. If need be, working hours can be arranged around the bus timetable. Potential applicants who do not live locally should be aware that accommodation can be very difficult to access in Mid Argyll. Applicants called for an interview will be assumed to have already decided that Auchindrain is a place where they would be happy and able to work.

See: [www.auchindrain.org.uk](http://www.auchindrain.org.uk).



## OTHER INFORMATION

Your Rights :

<https://www.ucas.com/apprenticeships/what-you-need-know-about-apprenticeships/apprentices-rights-and-responsibilities>

Your Salary:

<https://www.gov.uk/government/publications/minimum-wage-rates-for-2023>

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

CHARTS' main digital channels are [Twitter](#), [Facebook](#), and [Instagram](#).

## FAQs

### **Who is eligible to apply?**

This is an opportunity to develop skills in the heritage sector aimed at people of any age who are available to work at least 16 hours or the equivalent on-site per week in addition to study.

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

The timescale for the completion of the qualification is 12 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 and Argyll Aspires project manager by arrangement. The qualification will initially take up more of the learner's time as they get used to the way it is assessed



but this usually eases up over time. The more learners put into their qualification the more they get out of it in terms of the skills and experience they develop.

### **What commitment will Auchindrain and CHARTS give?**

Organisations will commit to supporting learners through their qualifications, including providing them with the necessary skills and experiences to complete it. As this is a vocational qualification, the learner will have a reasonable amount of time during their working hours to complete their assessments.

### **Where could completing this qualification 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.

## **PERSON SPECIFICATION**

In the selection process for this post, we will be focusing on your interests, skills and capabilities rather than your previous experience or qualifications. It will be more a case of what we think you can achieve than of what you have done already. There is, however, a baseline, and we will expect applicants to be fully literate and numerate, to be able to write good English, and to either have or be able to very quickly acquire the range of office and IT skills required for this type of work.



## EXPERIENCE AND SKILLS

### Essential:

- Knowledge of Auchindrain / Argyll and Bute
- Strong interest in heritage and museums
- 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

