

Penlee House Gallery & Museum Work Placement Programme



Penlee House Gallery & Museum is pleased to offer work placements to anyone interested in the museum and gallery sector. This pack contains information about our general work placement and gives a flavour of what you can expect from your placement with us. We can tailor placements to suit individual interests; please contact the Education Officer to discuss this before applying.

If, having read all the following information, you would like to be considered for a work placement at Penlee House, please complete an application form. Send this with a covering letter which explains why you would particularly like a work placement with us.

Due to the size of our organization and the level of demand, we are only able to accommodate one placement at a time and offer a maximum of five days. Some weeks are very popular; we offer placements to suitable candidates on a first-come, first-served basis and therefore recommend applying as far in advance as possible.

We will contact you as soon as possible after your application form has been received; the letter will contain information on what to do next. Applicants may be invited to attend an interview.

If you have any questions about the work placement programme please contact the Education Officer. Thank you for your interest in Penlee House Gallery & Museum.

Zoe Burkett

Education and Outreach Officer
Penlee House Gallery & Museum,
Morrab Road, Penzance, Cornwall, TR18 4HE
zburkett@penleehouse.org.uk
01736 363625

PENLEE HOUSE

Gallery & Museum
P E N Z A N C E

Penlee House Gallery & Museum

Built in 1865 as a large Victorian family home for local miller and merchant J.R. Branwell, Penlee House has been converted to create a first class gallery and museum set within the attractive Penlee Memorial Park in Penzance.

Today, Penlee House specialises in showing the unique and rich cultural heritage of west Cornwall. The Gallery has a programme of changing exhibitions celebrating art in west Cornwall in the late 19th and early 20th Centuries, with a particular focus on the works the famous 'Newlyn School' and Lamorna group artists.

The museum collections can be traced back to 1839, when the Penzance Natural History and Antiquarian Society founded a museum in Penzance. The collections now cover 6000 years of history in west Cornwall and include archaeology, costume and textiles, decorative and fine arts, photography, and social and local history.



Job Description

- Job title:** Gallery and Museum Assistant
- Hours:** Monday – Friday (Saturday in lieu of weekday by arrangement)
 9.30am – 4.30pm
- Main function:** The Gallery and Museum Assistant supports Gallery staff in the delivery of the service. This may include visitor services, curatorial, learning and administration tasks and may be behind-the-scenes or public-facing.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Attitude	<ul style="list-style-type: none"> •Must be a good time-keeper •Smart appearance •Enthusiastic approach to learning •Ability to follow instructions and procedures •Polite and friendly 	
Knowledge	<ul style="list-style-type: none"> •An interest in heritage, culture and the arts 	<ul style="list-style-type: none"> •Knowledge of ICT
Skills	<ul style="list-style-type: none"> •Good team-working skills •Ability to work independently •Good communication skills •Ability to work flexibly, taking on a range of different tasks •A considered and careful approach to handling delicate items 	

General Information

Travel

Penlee House Gallery & Museum is located just outside Penzance town centre and is half a mile from the bus and train stations. There are bus stops at the Greenmarket and on Alverton Street, both of which are only a few minutes walk from Penlee House. If you are travelling to Penlee House by bicycle, there is a storage rack, but please bring your own locking system. For those travelling by car, the easiest drop-off and pick-up point is the Morrab Road entrance to Penlee Park (sat nav TR18 4EP). The nearest car park is the Penlee House Car Park on Alverton Street (sat nav TR18 4HE).

Dress

The dress code is smart casual clothing, appropriate for working in a public place.

Arrival

You should arrive at the museum for 9.30am. If other arrangements have not been made, please ring the doorbell on the staff/deliveries door (facing Morrab Road) and you will be met by a member of staff.

Induction and Health and Safety

On your first day you will have an induction, which will include health and safety information e.g. emergency procedures. You will be shown around the building and be introduced to the staff. Before your placement begins you will be given the name of your main supervisor at the museum and if at any point during the week you are late or ill, please contact this person as soon as possible.

Lunch

Lunch breaks last one hour, normally 12.30pm until 1.30pm, although this may vary due to your work programme. A small staff room is available with a kettle, microwave and fridge. The *Orangery Café* is available on site if you want to buy a light lunch, or Penzance has a wide range of cafés and bakeries.

Work Programme

Your individual programme for the week will be discussed with you on your first day. We try to ensure that each placement covers all aspects of museum and gallery work, i.e. front of house, curatorial and learning activities.

Penlee House is a relatively small organisation; each member of staff has a distinct role covering different aspects of museum and gallery work. During the week, you will have a chance to work with most of the staff. Examples of tasks and duties that you will be asked to carry out with each person are shown below. These are all subject to change as duties vary for all staff from day to day.

Learning (Education and Outreach Officer)

Penlee House offers a variety of workshops for schools and groups plus family activities and workshops for children and adults. While helping in this department, you could be involved in some of the following:

1. Setting up for activities and workshops
2. Supporting learning staff and volunteers during activities and workshops
3. Helping younger children with activities
4. Dressing up as a historic character
5. Clearing up after activities and workshops
6. Developing activities and resources

Exhibitions (Director/Curator)

The exhibitions change five times a year, so if your placement is during a change-over (referred to by staff as a 'rehang week') you may be assisting the Director, Curator and technical staff. While working in exhibitions, duties may include the following:

1. Observing the process of laying out an exhibition
2. Assisting with various display tasks
3. Producing labelling for exhibitions

If there is no exhibition change-over taking place, the Curator can discuss with you the process of planning and setting up an exhibition.

Collections Management (Curator/Technical Officer)

The collections at Penlee House cover archaeology, fine art, decorative art, social history, natural history and photography. When working with the Curator you may:

1. Have a tour of the stores and discover how objects are stored
2. Assist with object documentation and data entry
3. Have training in object handling
4. Photograph objects
5. Answer enquiries about the collections
6. Assist with scanning and documenting photographs and ephemera
7. Assist with exhibition mounting

Administration (Administrator)

The tasks you may be asked to assist with include:

1. Processing incoming and outgoing mail
2. Data entry and analysis of visitor questionnaires
3. Photocopying
4. Updating the website and social media
5. Dealing with general public enquiries
6. Assisting with mail-outs

Visitor Services and Shop (Retail Manager/Visitor Services & Security Officer)

These are the areas where you will come face-to-face with our visitors and you may be involved in:

1. Gallery invigilation
2. Admissions and shop sales
3. Shop display
4. Greeting and booking in volunteer stewards
5. Assisting with opening-up and closing procedures