



## **EXHIBITIONS ASSISTANT**

### **KICKSTART PLACEMENT**

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The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of The Tank Corps. Over recent years, the Museum has dramatically transformed from a training aid for the Army to a 21st century Museum aspiring towards access and excellence for all. Based at Bovington Camp - the home of the tank - the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the war in Afghanistan. The entire collection has Designated Status.

The Exhibitions Assistant will work under the supervision of the Assistant Exhibitions Manager. The role will be varied and provide the opportunity to acquire research, collections care, oral history, script-writing and interpretive planning skills. At the end of the placement, the successful candidate will have a stronger CV with experience gained in exhibition planning, content creation, delivery and maintenance. They will also learn to work flexibly within a team and enhance their communication and organisational abilities.

A relevant qualification would be desirable with some experience of working or volunteering in a heritage environment. The role would most suit a person with an interest in 20<sup>th</sup> century military history and a plan to pursue a career in museum interpretation.

## ROLE PROFILE & Person Specification

<b>Job Title</b>	Exhibitions Assistant	
<b>Function</b>	Collections	
<b>Reports To</b>	Assistant Exhibitions Manager	
<b>Overall Job Purpose</b>	Work within the Exhibitions Team to assist in the upkeep and high-quality presentation of the permanent galleries and support wide-ranging tasks relating to the creation of new exhibitions.	
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>- Assist with the creation of showcase displays and gallery refreshment projects</li> <li>- Carry out regular maintenance checks with Exhibitions staff</li> <li>- Assist with exhibit cleaning (basic object handling training to be provided)</li> <li>- Support the oral history programme - setting up veteran interviews and typing transcripts</li> <li>- Provide research support for exhibition content – i.e. graphic panels, audio visuals, showcase displays</li> <li>- Conduct exhibition evaluation – questionnaires and assist with focus groups</li> <li>- Contribute to Interpretive planning for new exhibitions</li> <li>- Help to reorganise ex-display material currently in storage</li> <li>- Carry out general department administration</li> <li>- Support Museum Events such as Tankfest and Tiger Day</li> </ul>	
<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		Relevant degree i.e. History or professional/vocational qualification in a related field.
<b>Experience</b>		Experience of working or volunteering in a heritage environment
<b>Knowledge &amp; Skills</b>	Good IT skills – Word, Excel, PowerPoint, Outlook	A knowledge of 20th century history and military history.
<b>Personal Aptitude</b>	Good attention to detail, Well organised,	

	Team player who can work well with a range of people across different departments	
<b>Disposition</b>	Enthusiastic & willing to learn, Positive and committed, Good humoured	
<b>Other requirements</b>	Ability to support evening and weekend events when required	