



Collections	Gallery Trainee (William Morris Gallery)
Job Family	Destinations Department, Place Directorate
Competency Level	All Colleagues
Scale	Scale 1
Purpose The Gallery Trainee will work within a small departmental team at the William Morris Gallery. You will contribute to the day-to-day operations around the collections and exhibitions and assist the Gallery's Curatorial Team. The traineeship will provide an overview and thorough understanding of the process of looking after museum collections, organising exhibitions and provide the practical skills to support ongoing qualifications, study and inform future career choices.	
Generic Accountabilities	End Results/ Outcomes
Communicate effectively with internal and / or external customers/ service users. Act as point of contact for the team.	Relevant, accurate, understandable and timely information is provided. A positive image of the Gallery is promoted.
Create documents, reports, correspondence etc. from the information provided, using standard formats and software.	All materials are produced to the required standards and timescales. Recorded information is accurate.
Organise and maintain records and documents using the appropriate Gallery process / system.	Received documents, applications, correspondence etc. are recorded, distributed and processed correctly. Records /information are well organised and accessible. Records are kept up-to-date.
Co-operate with and support colleagues.	Colleagues are supported. Required information is provided.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Job Specific Accountabilities:	
Undertake display and	Objects and artwork are stored and displayed to agreed



collections care duties. Ensure objects on display are clean and free of dust. Undertake basic repairs to gallery interactives. Pack/unpack objects in collections store	standards
Provide basic technical and administrative support for the development of exhibitions.	Support is provided to curators and technical staff.
Invigilate visiting researchers in collections store and library	Procedures for the safe handling and movement of collection items are followed and assistance provided to visiting researchers
To provide technical support for collections and exhibitions	Basic technical duties to install collections displays and exhibitions including affixing mounting systems to picture frames, installing label holders and cutting labels.
Data entry into forms and templates relating to object loans and exhibitions	Data is entered accurately Instructions are followed
Data entry for collections management database.	Collections Management database is updated as instructed, to note locations changes and other relevant information.
Provide administrative and in person support for events and gallery activities eg registration of guests	Accurate information is produced Effective support for the Curators for gallery events and activities
To respond to the climate emergency	Carbon footprint for site activity is minimised Maximised awareness of environmental measures and best practice

Nature of Contacts

Typically involves supporting internal customers.
May have to deal with public and community groups
Must be able to deal with visitors confidently, sensitively, and diplomatically.

Procedural Context

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-to-day problems without always referring to others.

This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs. This post is office based with opportunity to work some of the time from home.



Occasionally the post will be expected to work from other locations

Reports to: Curator (William Morris Gallery)

Key Facts and Figures

The William Morris Gallery celebrates the life works and legacy of William Morris (1834-1896), the designer, poet and social campaigner, in his childhood home. It is an Arts Council England national portfolio organisation, attracting over 110,000 visits per annum, from Waltham Forest, nationally and internationally. Alongside the permanent collections, the Gallery hosts contemporary exhibitions, events and a learning programme.

The Gallery is owned and operated by the Destinations Directorate of the London Borough of Waltham Forest. Waltham Forest is a highly diverse outer London borough, the 82nd nationally most deprived out of 326 boroughs. The Destinations Directorate is establishing and developing Waltham Forest as a platform for local enterprise and a thriving destination for local people and visitors and sits within the strategic Directorate of Place.

It is responsible for delivery of a range of assets including Fellowship square, award-winning William Morris Gallery and Vestry House Museum, delivering high quality community led culture and events across the borough, contributing to culture-led regeneration. Key projects include the forthcoming reopening of the refurbished EMD cinema as Soho Theatre Walthamstow and the development of the Walthamstow Cultural Quarter.

The role will require office based and working from home.

Resourcing

Budget Responsibilities: Nil

Supervisory Responsibilities: Nil

Knowledge, Skills and Experience

- An interest in museums and galleries
- Able to work as part of a team as well as on your own
- Good overall knowledge of Microsoft office applications.
- Good organisational skills and the ability to prioritise workloads and achieve deadlines.
- Good verbal and written communication skills.
- Numerate and accurate with attention to detail

Indicative Qualifications

English and Math Qualification

Relevant NVQ Level 1 or 2 qualification



The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.