



Bawdsey Radar Trust

Role Description: Visitor Services & Collections Intern (2 internships available)

The Opportunity:

The interns will be working with our visitors, users, staff and volunteers in a Covid secure environment.

This role will give interns broad, relevant experience of managing and operating a heritage attraction through working alongside our experienced people. In addition, the interns will be involved with the collections management and documentation systems.

Becoming familiar with the MODES database system, the interns will use the system to document and report on objects as well as undertaking research on both objects and visitor histories.

We will provide full training and help develop the interns' skills and experience across both parts of the role.

Location:

Bawdsey Radar Transmitter Block and approved locations e.g. university/ college, work from home.

Key Role:

To assist and support the Visitor Service & Outreach Manager in ensuring that the visitor experience at the Transmitter Block is of the highest possible quality, including greeting visitors and assisting in the delivery of tours and workshops. The interns will also be involved in developing and marketing the Transmitter Block and its events programme.

To become familiar with the MODES database system to use the system to document and report on objects and undertaking research on objects and visitor histories.

Payment rate:

£8.91 per hour

Internship time frame:

Over a maximum 6-month period starting in June 2021 with an average of 22.5 hours per week across 3 days. We can offer a good degree of flexibility to fit in with study and existing commitments.

Hours will be over Wednesday to Sunday between 9.00am and 5pm with occasional evening work. Two days will be based at the Transmitter Block + a flexible day.

Responsible to:

Visitor Services & Outreach Manager.

Functional Relationships:

Visitor Services & Outreach Manager, Volunteers and Bawdsey Radar Trust trustees

Main Responsibilities:

1. To assist the Visitor Services & Outreach Manager in ensuring that the visitor experience is of the highest possible quality, including greeting visitors, answering queries and answering the telephone and email enquiries.
2. To deliver tours of the Transmitter block plus workshops and talks for a range of people

3. Contribute and assist with the planning and delivery of events and to lead the planning and delivery of a selected event at Bawdsey.
4. Assist with the running of the reception desk & retail including serving visitors, cashing up and carrying out stock takes.
5. To contribute to the marketing the Transmitter Block especially in maintaining and updating the website and social media.
6. To support the collections management system, becoming familiar with MODES database, doing data entry, producing records, moving and photographing objects.
7. To undertaking research on both objects and visitor histories.
8. General housekeeping duties include light cleaning to maintain the displays to a high-quality standard.
9. To comply with Health and Safety at Work policies and procedures and to ensure the comfort and safety of visitors and colleagues.
10. To comply with Equal Opportunities policies and procedures.
11. To perform such other duties that may be requested.

Please note this internship may be subject to an DBS check.

Person Specification

	Demonstrated by:
Wants to learn more about the operation of an historic property/ visitor attraction	CV/ covering letter and application form Interview
An interest in museums and history and/or technology/ science	CV/ covering letter and application form Interview
Is working towards a relevant qualification. For example, in the heritage, history, visitor services, marketing, science areas	Application form Interview Experience to date including placements, work experience, hobbies for example
Good communication, interpersonal & IT skills	Application Interview
Enjoys meeting and helping new people	Interview Experience to date with examples
Enjoys working as part of a team	Interview Experience to date with examples
Can work independently and with minimum supervision	Interview Experience to date with examples
To be able to move chairs, tables & light equipment with help and support as needed	Interview
Can travel to Bawdsey in Suffolk	Confirm at interview

