



Job Description

Job Title	Learning Intern Hatton Gallery
Department	Hatton Gallery
Wage	£7.31 per hour (or NMW according to age)
Hours	3 days per week (3 x 7.4 hours)
Duration	Internship of six months: November 2018 – May 2019
Location	Hatton Gallery and community locations
Responsible to	Learning Officer
Closing date	18 th October 2018
For more information contact:	Hazel Barron Cooper, Learning Officer hazel.barron-cooper@twmusuems.org.uk

Job Purpose

Tyne & Wear Archives & Museums are seeking to appoint an enthusiastic individual to work with the Art Galleries team to contribute to the delivery of the Hatton Gallery Learning Programme. The purpose of the role is to provide events and activities to profile the Hatton and engage children, young people and adults in formal and informal education at the Gallery. This internship is funded by the Heritage Lottery Fund.

Roles and Responsibilities

1. Support the creation of learning resources
2. Assist in delivering workshops and projects to schools, families and students
3. Assist in organising group visits and special events, including greeting individuals and groups of visitors
4. To assist in preparing galleries and rooms for activities and events by moving and arranging furniture, equipment and refreshments.
5. Work as part of a team to offer a high quality programme
6. Promote and raise awareness of the Hatton learning programmes
7. Assist in delivering practical art sessions to children and adults in a variety of art techniques.
8. Encourage and assist teachers and educators/group leaders to plan future visits to the Hatton Gallery.
9. Assist in the provision of appropriate reports and record keeping.
10. Research into the collection in order to produce resources to interpret the works to schools and families.
11. Research collections including, updating digital records and resources in accordance with TWAM policies and procedures.
12. Liaison with staff and other organisations involved with the Hatton Gallery. This includes occasional travel to attend partner meetings.

Required Knowledge, Skills and Experience

1. A good standard of written and spoken English.
2. A passion for modern and contemporary art.
3. Knowledge of museums' and galleries' learning programmes or an interest in working in the sector.
4. Practical experience of working with children and young people and/or community groups.
5. A creative disposition and a proactive attitude.
6. Friendly and polite with the ability to listen and communicate well with colleagues, children, teachers and other members of the public.
7. Ability to work unsupervised in a busy environment.
8. A proven team player with good interpersonal skills.
9. Ability to stay calm under pressure.
10. Experience of using computers including Microsoft Office.
11. Ability to maintain a high standard of reliability and time keeping.
12. Flexibility and the ability to adapt to changing circumstances.

You will gain

1. Support and guidance throughout the internship.
2. Training from TWAM Learning and Outreach Teams.
3. Experience of working as part of a team.
4. Experience of working for a large organisation, and of partnership work.
5. The opportunity to gain experience of delivering formal and informal learning workshops
6. The opportunity to develop knowledge about the Hatton Gallery's collections, exhibitions and learning programmes.
7. Experience in working on projects with schools and community groups.
8. The opportunity to develop strong communication skills.
9. The opportunity to use research skills, input and contribute to a major community engagement capital project.
10. Receive invitations to private views and events.
11. Experience of the arts and culture sector.