



SAFFRON WALDEN MUSEUM

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Museum Street, Saffron Walden, Essex, CB101JL

Tel: 01799 510333 | email: [museum@uttlesford.gov.uk](mailto:museum@uttlesford.gov.uk)



### Digital Engagement Internship

#### Role Description

Saffron Walden Museum is committed to engaging with and reaching out to its audiences through a variety of methods, including digital platforms. Over the past two years, changes have been made to the museum's website and the way in which we use our social media presence and as a result, the museum's total service users have doubled. To build upon this success, the museum is offering a 30-day internship, working with the Collections Officer (Human History) on digital engagement with the museum and its collections.

The digital engagement intern will work closely with the Collections Officer (Human History) to create, prepare and upload content to the museum's website and social media pages, as well as any other appropriate digital platforms.

The internship will last 30 days. Working days and hours are negotiable but ideally will be three days a week, 10am – 4pm. Interviews will take place in the week commencing 19 June 2017 and you must be available to start on Tuesday 4 July 2017. Internships will be based at Saffron Walden Museum, with the possibility of working at the museum's off-site store, also in Saffron Walden.

The internship is subject to a Basic DBS (Disclosure and Barring Service) check.

#### **Scope**

- To assist the Collections Officer (Human History) with the creation and preparation of content for the museum's website, including blog posts, news updates, and galleries
- To research, write and upload content for the museum's existing social media pages: Facebook and Twitter
- To photograph objects and write short descriptions for an online collections database
- To research and explore other appropriate social media presences or digital outlets for the museum and present findings to the Collections Officer (Human History)

#### **Required skills, experience and qualifications**

- Attained, or working towards, a degree in a relevant subject (graduates must have attained their degree within the past two years)
- A demonstrable interest in social history, archaeology or natural history
- A demonstrable interest in working in the museum or wider heritage sector

- Excellent IT skills, including experience of creating content for digital platforms
- Strong written communication skills
- Attention to detail and accuracy
- Experience of working both within a small team and independently
- Strong interpersonal skills and a positive and friendly outlook
- Confidence to contribute and shares ideas and new perspectives
- Voluntary experience within a museum is desirable but not essential

**Interns will gain:**

- Training and experience in researching and writing content for digital platforms, with specific reference to museum collections and engagement
- Experience of working in a small museum team and an understanding of the variety of roles on offer in the museum sector
- Mentoring and support from the Collections Officer (Human History), including assistance with career progression (if desired)
- A reference at the end of the 30 days
- £500 to cover travel, accommodation and any other expenses incurred

If you would like to apply for this internship or if you need any further information, please contact Leah Mellors, Collections Officer (Human History) on 01799 510 645 or email [lmellors@uttlesford.gov.uk](mailto:lmellors@uttlesford.gov.uk). The closing date for applications is Thursday 15 June, at 12 noon.