

# Brighton and Hove Museums Service

## Background to voluntary placements

The Museums Service comprises a number of sites across the City including Brighton Museum, the Royal Pavilion, Hove Museum, the Booth Museum of Natural History and Preston Manor. Placements can work across these sites.

The Royal Pavilion and Brighton and Hove Museums care for collections of international and regional significance. The World Art Collections, Decorative Art Collections and the Booth Museum's holdings of Natural History are all designated as being of national importance. The museums also hold rich collections of Textiles and Fashion, Toys and Media, Social History, Archaeology and Fine Art.

Participants are able to work with these collections and to support the curatorial, conservation, display and interpretation work undertaken by the museum staff. Specific details of placement areas can be provided at the initial interview and further information provided at any subsequent site-based interviews.



Applicants interested in a placement with the Museums Service should indicate their interest on the application form.

Over the next period the museum plans to enhance the interpretation and care of the collections. The aim is to document, digitize and publish object collections on the web. The Training placements will be fully involved with all aspects of this work.

Specific details of placement areas can be provided at the initial interview and further information provided at any subsequent site-based interviews. General duties and activities are listed below:

- To audit and consolidate the documentation about the collections
- To assist the Collections Keepers and the Registrar in inputting information about the collections onto a museum database
- To improve storage facilities for the collections
- To scan images and take digital photographs of the objects
- To assist Keepers and Curators in creating displays

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A background qualification is not essential; the following list of qualities are desirable in relation to the training placements.

- IT literate
- Interest in museum collections
- Organisational skills
- Excellent attention to detail
- Effective research skills
- Administrative skills

## Training

Training is available for all aspects of the placement including:

- Museum database training
- Object handling & conservation training
- Scanning
- Digital photography

