

Work Experience Placement Role



1200 YEARS OF HISTORY

About the museum...

Headstone Manor and Museum is the local history museum for the London Borough of Harrow.

We have undertaken a Heritage Lottery Funded project to regenerate the museum, and constructed a new museum within Headstone Manor; the fourteenth century manor house on site. The project focused on restoring and providing complete public access to this nationally significant scheduled ancient monument. The Manor house is now open as a permanent museum telling the story of Harrow through the site, buildings and collection. As well as this the site now contains a new welcome building and café, and learning centre based in the granary, which at present houses the museum's exhibitions. We receive over thirty thousand visitors a year, and are particularly busy during our special events such as May Day.

Headstone Manor Museum offers Work Experience Placements to support the staff in the day to day running of the Museum. We are looking for people with a passion for history / geography / art.

Aspects of this role may change, but will be generally focused on...

- Acquiring knowledge relating to the site, its history and contents. As well as the history of Harrow, the Collection, its contents and organisation.
- Handling the Museum's extensive and important Collection of pottery, documents, photos, Whitefriars glass and other items and helping the Collections Team.
- Working with the Learning Team to run events, such as Mini Museum (for under-fives) and School's session.
- Working with the Learning Team to prepare resources (stocking the Art Cart and prepping for Families Workshops)
- Shadowing the Duty Manager and completing front of house duties set by them.
- Helping represent and promote the museum and its activities in a positive way.

For this role we are looking for someone who is...

- Organised.
- Energetic with a friendly, chatty disposition.
- Flexible/ adaptable.
- Self-motivated and able to work as part of a team.
- Fluent in spoken English and has excellent communication skills, particularly in writing.
- Previous experience in museums is not necessary as training will be provided but a passion for the site, local area and history is crucial.
- Computer literate although experience working with museum data bases is not vital.
- Interested in history /geography / art. You don't have to be studying these subjects but you do have to be interested in them!

In return this role offers you the chance to...

- Get practical experience working in a museum.
- Develop your skills and experience within a museum setting.
Join a motivated, fun and enthusiastic team.

- Gain valuable experience that will enhance your CV and set you apart in the job market, especially for those looking to go in to the heritage or education sector.
- Gain a satisfaction from giving back.
- Gain new skills and experience whilst contributing to the work of Headstone Manor & Museum.
- Attend training to undertake this role and so that you will be aware of and comply with relevant museum's policies (for example health and safety and child protection).
- Meet new people and contribute your time and creativity to ensuring visitors enjoy their time at the museum.

Are you interested in this role?

Please complete the interest form and return it to Hailey Baxter, Youth & Families Officer;
hailey.baxter@harrowmuseum.org.uk.

You will be asked to provide a CV and reference and may be invited to interview for this role.

You may also be interested in other volunteering roles at the museum, especially our collections role, please ask to see the other volunteer role sheets for more information.