

Internship Details: Post Sixth Form Museum Experience Internship

Length of Internship: Three days per week for 6 weeks between July and September

The Internship will be administered through the University of Cambridge's Temporary Employment Service and will be based at the Museum of Archaeology and Anthropology.

Reports to: Head of Learning and Public Engagement

About the Museum of Archaeology and Anthropology

The Museum of Archaeology and Anthropology, part of the University of Cambridge, houses around one million artefacts made by people across the world and throughout human history. The collection, covering nearly two million years of human history, has been open to the public since 1884. The Museum attracts visitors from all over the world, but also from the local area. Staff teach groups from preschool to postgraduate level, alongside family activities, adult courses and lifelong learning.

About the University of Cambridge Museums

The University of Cambridge Museums (UCM) is a consortium of the eight University Museums and the Cambridge University Botanic Garden.

Together, they represent the UK's highest concentration of internationally important collections outside London. With more than five million works of art, artefacts, and specimens, the collections have supported nearly 300 years of investigation into the world around us.

Today, they bring together people from across the world to explore the big questions: from the earliest forms of life to the future of our planet. We work to deepen understanding of our world, inspire new thinking, and address local and global challenges.

The UCM works in partnership with other University of Cambridge collections as well as with museums and other partners regionally, nationally and internationally.

www.museums.cam.ac.uk

Purpose of the internship

This is a unique opportunity to gain meaningful and valuable experience of the types of work activities that take place in a museum environment. This internship has been designed to give a person who has **finished their A Level exam or equivalent, and is waiting for their results**, the chance to try out areas of museum work, including museum learning, social media and collections management. From this, the intern

will be equipped with an understanding of what area of museum work they are most interested in.

Activities are likely to include:

- Learning resources management
- Researching objects
- Front of House/Customer Service experience
- Reviewing collections
- Pest management
- Object handling and packing
- Label writing
- Understanding volunteer management.

Training, support and learning outcomes

This internship is considered as a rounded training opportunity, where the individual will be given a 'taster' of many different aspects of museum work. Therefore, training and supervision for each work stream will be carried out by the appropriate individual.

By the end of this internship, the individual will have gained valuable CV building skills to help them understand where their future career may take them.

The Person

- Completed A level exams or equivalent and waiting for the results by the time the internship begins
- An interest in museum collections
- Enthusiastic and self-motivated
- Good attention to detail
- Good spoken and written communication skills
- Good organisational skills with an ability to work to deadlines, prioritise own workload and adapt to changing situations
- Enjoys working flexibly as part of a team but can take responsibility and initiative when required to do so.

Benefits

Hourly rate: £11.44 an hour

Holiday: Pro-rata entitlement based on 28 days holiday per annum including Bank Holidays

Additional Information

This internship is conditional upon the satisfactory outcome of a DBS. Whether an outcome is satisfactory will be determined by the University of Cambridge.

- **Deadline for applications: 8am on 8 May 2025**
- **Candidate discussions: 29 May 2025**

Nothing herein shall constitute a contract of employment between the University and the intern.

To apply

Please submit a CV, the details of two referees and a cover letter outlining your suitability for the internship to the Opportunities Advisor:

opendoor@fitzmuseum.cam.ac.uk

Please ensure that you name files and documents in the following format: “your name_CV” and “your name_cover letter”

Equal Opportunities

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The University has a responsibility to ensure that all workers are eligible to live and work in the UK.