

Placement Role Description Heritage Opportunities Placement	
Purpose of the placement	To gain experience of a broad range of heritage roles with both front-of-house and department based experience to offer a 'taster' of heritage career opportunities.
Main Duties	<p>To shadow volunteers/staff at our DIG or JORVIK attractions for five to six days and to undertake a further four to five days of experience across key departments, such as our Community Engagement, Curatorial, Volunteer Management, Archaeology and Education offices.</p> <p>Involvement at DIG would incorporate a chance to shadow staff to experience customer facing interpretation by assisting on our school and family tours and offering stewarding services in our exhibition area.</p> <p>Involvement at JORVIK would offer an opportunity to run a handling collection of Viking-age archaeological finds to help visitors explore Viking-age life and the finds from the Coppergate dig.</p> <p>Involvement in the departments would offer you a chance to shadow professionals working in that area, learn what their jobs involve and gain hands-on experience, where appropriate, in specific projects</p>
Skills/Requirements	Placements should have a desire to gain an insight into the varying roles with in this sector and an appreciation for the educational and public facing work of the Trust. They should also have strong oral and written communication skills, be able to offer a welcoming service with good personal presentation, have strong organisational skills and an ability to undertake tasks both in a team and individually.
Areas of Experience	This is an ideal placement for anyone considering a future in heritage management to gain a taster experience of a broad range of heritage roles.
Person you can report to	The Head of Volunteering will act as your main point of contact with daily support from the Site/ Department Managers.
Induction and Training	Due to its multi-site nature training/inductions will be on-going throughout the placement. If available, it is helpful for placements to be available for the Welcome day on 10 th or 12 th June to learn some of the information needed for the role.
Hours & Availability	Usual hours are ten full days (10am -4pm) Monday – Friday spread over two weeks. Occasional weekends may be needed. Available late July – early September and late October - early November 2019
Expenses	We apologise we are unable to pay expenses for placements.
Uniform	Your dress should be suitable to a smart professional environment. When front-of-house we will give you a shirt to wear which we request you team with dark trousers/a skirt

and smart shoes.