

DESIGNS OF THE YEAR ASSISTANT

volunteer placement

Designs of the Year is an annual awards exhibition celebrating design from around the world across six categories: architecture, graphics, digital, fashion, products and transport. The exhibition, which showcases the best international design from the past twelve months, comprises approximately 75 exhibits. The overall winner of *Designs of the Year* is chosen by a prestigious jury panel, and the winner is presented at a gala awards reception.

What will the role involve?

The role involves assisting the Exhibitions team with the preparation and delivery of this exciting exhibition and would suit someone hoping to gain experience in exhibition project management and /or curating.

Tasks include:

- Working with the exhibition curator to research the nominated projects
- Developing several detailed *Excel* spreadsheets, e.g. list of nominators, summary of each nominated design etc
- Assisting with correspondence to the nominators and nominees to develop the content of the exhibition
- Creating presentations of each design project on *PowerPoint*

The placement

This is a fixed term placement for two volunteers for 3 months, working two days a week, starting mid-March 2018.

Skills and experience

The museum is looking for someone with:

- A keen interest in contemporary design
- Good organisational skills
- Self-motivation and the ability to work independently
- Good attention to detail
- Experience using *Excel* and *PowerPoint*

The Design Museum offers volunteers...

- A good induction and on-going support
- Reimbursement of out-of-pocket travel expenses up to £12 per day
- Free access to the Design Museum and exhibitions
- Discounts in the Design Museum Shop
- Free tickets, when available, to museum events and talks

To apply

Please contact volunteer@designmuseum.org enclosing your current CV and a short statement (one side of A4 max) confirming your availability and explaining how you suit the requirements of the role.

This is a selective role and we will hold informal interviews on 22 February.

The closing date for applications is **Sunday 11 February 2018**.