

TOURING AND EXHIBITIONS VOLUNTEER

The Design Museum's programme of touring exhibitions was set up in 2002 to bring design to audiences in Britain and around the world. Since then, exhibitions have toured to over 96 venues in 25 countries worldwide.

What will the role involve?

The volunteer will work alongside the Touring and Exhibitions Coordinator to support the on-going administration and coordination of touring exhibitions, with some additional support within the wider exhibition department. This role is an opportunity to gain an insight into how the Museum takes contemporary design to audiences further afield, and would be ideal for someone keen to pursue a career in the practical side of exhibition and touring management.

Tasks may include:

- Maintaining and updating the database of tour venues
- Researching potential new venues for touring exhibitions
- Preparing information for the quarterly touring e-bulletin
- Carrying out specific tasks in relation to touring exhibitions administration and project planning such as developing detailed lists of exhibits and creating condition report templates
- Assisting in compiling information packs on touring exhibitions to send to potential venues
- Preparing documentation for exhibitions, such as loan agreements and condition reports

The placement

This is a fixed-term placement working one day a week for three months, starting in June.

Skills and experience

The museum is looking for someone who has:

- Professional telephone and email manner
- Confidence in using Word, Excel and Outlook
- Meticulous attention to detail
- Ability to work independently
- Enthusiasm for research
- An interest in museums, exhibitions and international networks

The Design Museum offer volunteers...

- A supportive and stimulating environment to volunteer in
- Access to the Design Museum free-of-charge
- Discounts in the Design Museum shop
- Reimbursement of travel expenses up to £12 per day
- Free tickets, when available, to museum events/talks

To apply

Please contact volunteer@designmuseum.org attaching a short letter (one side of A4 max) outlining your availability and why you feel you would suit this role, and your CV. This role is selective and we will hold informal interviews.

Closing date for applications: **Thursday 31 May**