

exhibitions and touring volunteer volunteer placement

Through its permanent and temporary exhibitions, the Design Museum displays contemporary design across a range of disciplines – architecture, transport, fashion, graphic and product design. Our exhibitions have toured to over 96 venues in 25 countries worldwide. The museum's mission is to help people understand the value of design. We are collaborative, welcoming, enterprising and forward looking.

what will the role involve?

Our volunteer will work alongside the Exhibition Coordinators to support the on-going administration and coordination of various exhibitions, covering both internal and touring. This role is an opportunity to gain an insight into how the museum presents contemporary design to audiences in London and further afield. It is an ideal role for someone looking to pursue a career in the practical side of exhibition and touring management.

Tasks will include:

- Carrying out specific tasks in exhibitions administration and project planning such as developing detailed object lists and creating condition report templates
- Preparing documentation for exhibitions, such as loan agreements and condition reports
- Maintaining and updating the database of tour venues
- Researching potential new venues for touring exhibitions
- Preparing information for the quarterly touring e-bulletin
- Assisting in the compilation of information packs on touring exhibitions to send to potential venues
- Shadowing the Coordinators during install or de-install periods at the Museum

the placement

This is a fixed-term placement working one day a week for three months, starting in February. Our preferred day for volunteering is Friday, however we are open to availability on other weekdays. This role does not lead to a job.

skills and experience

The museum is looking for someone with:

- Professional telephone and email manner and excellent English
- 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
Desirable, but not essential
- Experience or knowledge of InDesign

the Design Museum offers volunteers...

- A supportive, stimulating and dynamic environment to volunteer in
- 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
- Advice about next steps (where possible) and references

to apply

Please contact volunteer@designmuseum.org enclosing your current CV and a short statement (one side of A4 max) outlining your availability and why you feel you are suited to this role.

NB. Please save your documents in Word format and label them with your name like this:

e.g. *Firstname Surname CV* *Firstname Surname letter*

This is a selective role and interviews will take place in the week beginning 20 January 2020.

The closing date for applications is **Monday 13 January 2020 at 6pm.**