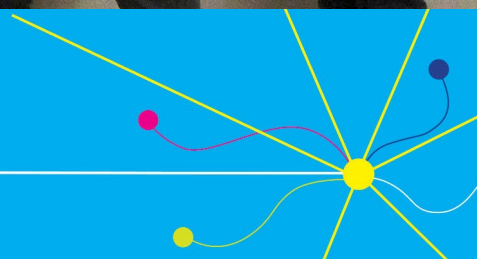


CULTURAL CAREERS GUIDEBOOK



Acknowledgements

The *Learning on My Doorstep* and *Learning On My Doorstep: Culture-Links* programmes have been made possible with public funding from Arts Council England and support from Surrey County Council.

The Learning On My Doorstep team would like to acknowledge that the career profiles and supporting text in this guide have been reproduced from the MLA Renaissance North East Museum Careers Guide.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Learning on my doorstep

building local cultural connections



What is **LEARNING ON MY DOORSTEP**?

Learning On My Doorstep is a unique cultural learning programme in Surrey between schools and museums, galleries, heritage and arts organisations. We work in partnership with educators to develop opportunities for Surrey's children and young people. Together we are building richer, local cultural learning by embedding real stories and artefacts linked to Surrey people, places and events across the primary and secondary curriculum. Learning On My Doorstep is run by two of Surrey County Council's cultural services: Surrey Heritage and the Surrey Museums Partnership. It was established with public funding from Arts Council England.

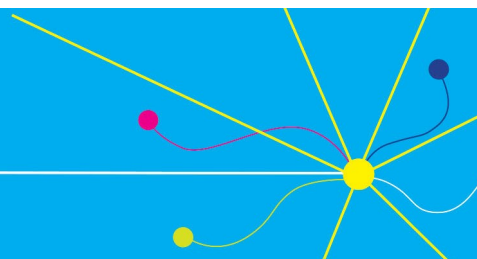
CultureLinks is our new career taster programme for secondary students. Our aim is to raise awareness and aspirations in young people about the variety of careers in the cultural sector, and to support real opportunities towards careers in culture.

CultureLinks launches in Spring 2018 with a careers fair helping students discover the wide range of jobs and routes into the sector. These are communicated through World of Work talks from heritage professionals, practical activities linked to sector roles, and a Cultural Marketplace with a wide range of cultural employers, educators and career support services. In addition, the **CultureLinks** fair aims to provide a springboard for student career taster placements on site with our Learning On My Doorstep cultural partners.

CultureLinks has been developed in full consultation with school careers advisors and meets key areas of the new statutory guidelines and Gatsby benchmarks.

For details of how to follow up on the **CultureLinks** placement opportunities please see the **Next Steps** section at the end of this booklet.

You can also visit our website at www.surreymuseums.org.uk/culture-links for more information.



Exploring careers - what interests do you have?

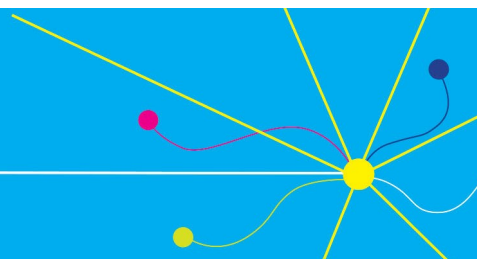
Your interests can affect the choices you make and influence what you would like to do in your future jobs and careers. The things that motivate us in choosing certain jobs can vary from person to person. Some of us want jobs with good prospects and high salaries, some want jobs that interest and challenge them while some simply want job satisfaction. We may have a clear idea about what we want to do as a job or career while some of us may be undecided. Thinking back to when you were small you may have imagined yourself doing a certain job when you were older. Maybe it was a police officer, a doctor, a nurse, a vet, a footballer, a popstar or perhaps a shopkeeper. How many of us would pretend to work in a museum?

This guide is designed to help you find out more about a career in the museum and gallery sector. The kind of work that takes place in these organisations is extremely varied. Throughout this guide we will show you the reality of working in one of these places. You will learn what types of roles are available and gain tips on getting that first job. The guide will also show you how to gain experience and also where to get the education and training you may need.

Later in this guide you will also discover more about careers working in other areas of the Cultural Sector. Why not explore other heritage careers in Archives or Archaeology, or creative careers in the Arts?



Filming at
Watts Gallery - Artists' Village



Careers in Museums

Why would anyone want to visit a museum?

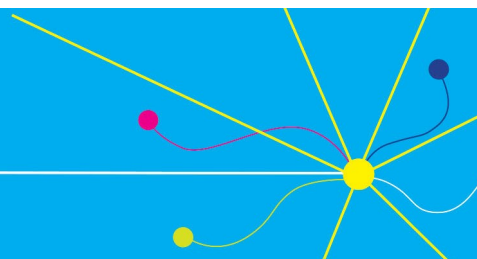
The Museums Association defines museums as follows:

“Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society.”

Museums have an important role in the lives of everyone. They aren't just there to keep a record of the past, allowing objects to collect dust. Museums display their collections in interesting and inspiring ways that enable people from all walks of life to have fun and learn from their visit. A visit to a museum may give you new ideas and insight into your own life. There are hundreds of museums across the UK, and they all cover a variety of themes and subjects, from Fine Art to Natural History or Archaeology to Aviation. Whatever your interest, there will probably be a museum out there that matches it.

Museums can vary in size. There are independent museums who have a small group of staff with one person performing many roles, or museum organisations that may have a number of venues and sites and large teams of staff. There are a variety of roles that people have to perform in order to ensure their museum is an exciting place to visit and able to open to the public. There are so many different museum jobs it would take quite a while to list them. The next part of this guide profiles a variety of museum jobs that people do across the region.

Did you know there are over 40 museums & galleries in Surrey alone?



MUSEUM SERVICES STAFF

Museum Services staff can go by many different job titles but these are the people who are working on the front lines, interacting with the public and the collections. They are the public face of a museum or gallery performing tasks such as, answering visitor enquires, offering guided tours, staffing the reception or the shop, caring for objects and providing security.

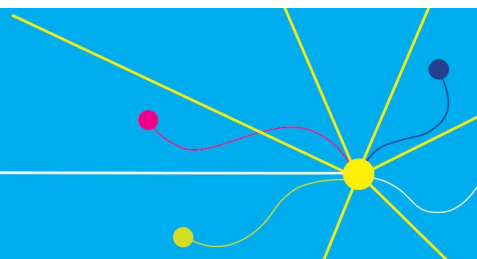
There is room for promotion in visitor services with staff earning supervisory responsibility and the potential to become building manager of an entire museum venue.

Possible responsibilities

- Staffing shops and enquiry desks
- Interacting with the public, enhancing a museum experience
- Providing security to exhibition spaces
- Maintaining the appearance and condition of museum exhibitions and collections
- Preparing spaces and equipment for events and activities

Qualifications

There are no required qualifications apart from relevant training and experience; however a vocational qualification at level 2 or 3 in a related area could be useful.



DOCUMENTATION OFFICER

Museums and galleries may have extremely large collections and it is the role of a Documentation Officer to keep track of them. It is important that detailed records are kept because the history of objects, such as where they are from, who made them and what they were used for can be as significant as the object itself.

Possible responsibilities

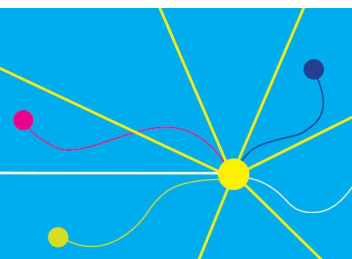
- Keeping accurate records of museum collections
- Start records for new objects
- Provide support to curatorial staff
- Maintain and develop systems to keep accurate records
- Help to manage loans from the collections

Qualifications

A degree in an appropriate subject. A related post graduate Museum Studies qualification would also be useful.



Working in the studio
at Watts Gallery -
Artists' Village



EXHIBITIONS OFFICER

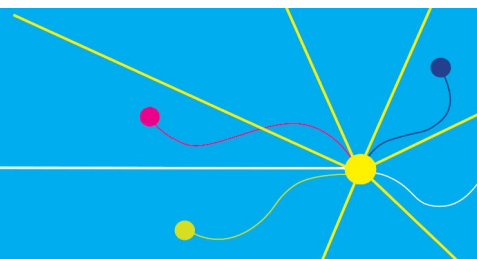
Exhibitions, permanent or temporary, are one of the reasons people visit museums and galleries. It is the job of an Exhibitions Officer to make sure they take place. They can plan and organise exhibitions using their organisation's collections or even buy in existing exhibitions that tour the country. They will be involved with the installation of these exhibitions and also dealing with the care and security of the objects on display. Exhibition Officers may even be involved with finding funding for the exhibitions and promoting them.

Possible responsibilities

- Planning or finding new exhibitions for museums or galleries
- Searching for sources of funding
- Keep detailed records of exhibition collections
- Advising on the display and care of exhibition objects
- Arranging transport and insurance for travelling exhibitions

Qualifications

A degree in an appropriate subject is required and a post graduate qualification in Museum Studies may also prove useful.



KEEPER OR COLLECTIONS OFFICER

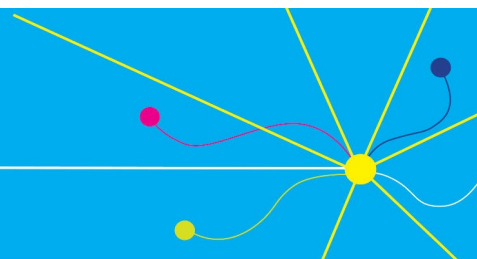
Museums with large collections may have Keepers or Collection Officers to look after the various objects, artefacts and specimens. They may be responsible for a particular type of collection, for example Art, History or Textiles. The display and storage of these objects may also be their responsibility, as well as the condition of the objects and the records that must be kept alongside them. They would also be responsible for finding and receiving new objects for their collections.

Possible responsibilities

- Maintaining the condition of the collections
- Keeping accurate records about the collections
- Researching their collections
- Preparing collections for exhibition or storage
- Working with learning and outreach staff to develop the use of the collection.
- Careful disposal of objects no longer required or suitable for the collection

Qualifications

A subject relevant degree and possibly a postgraduate museum qualification.



CONSERVATION OFFICER

Over time objects deteriorate until they eventually wear out. In order for museums to hold objects for long periods they need to be conserved. A Conservator may be an expert in a particular kind of object, like furniture or textiles for example, or may be skilled in working with a variety of objects. They would know how to look after objects so they didn't deteriorate as quickly over time or may even be able to repair objects and restore them to their former glory. Conservators may be employed directly by museum organisations or may work for themselves on a freelance basis.

Possible responsibilities

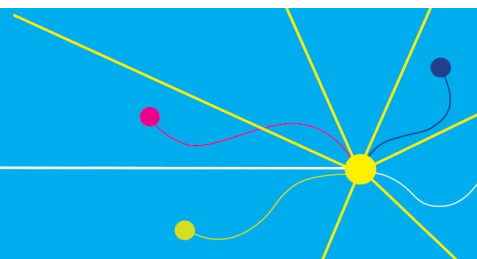
- Preventing damage to collections from people, pests or the environment
- Restoring objects, artefacts and specimens
- Reporting on the condition of museum collections
- Monitoring the environment collections are displayed and stored in
- Training staff to maintain museum collections

Qualifications

Conservators require at least a degree in Conservation.



Caring for a propeller at
Brooklands Museum



CURATOR

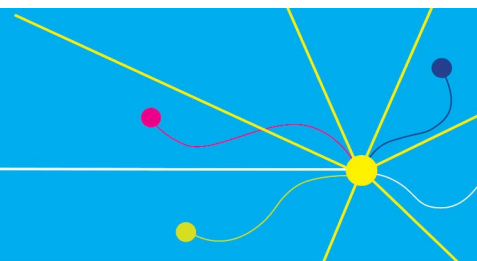
The title of Curator can be used for a variety of different roles in museums and galleries. Traditionally a Curator is the person who manages a museum or gallery's collection and could also be responsible for the day to day management of the venue and its staff. The collections could be anything from paintings, sculptures, fossils, stuffed animals, toys or musical instruments. The level of responsibility can vary a great deal from venue to venue. A Curator's role in a large museum organisation may involve the management of a large building and its staff, large budgets and organising exhibitions and events. With smaller organisations or venues the curator may only have a small staff, or in some cases none at all and could be responsible for everything from exhibitions, marketing, collections and the education programme. Sometimes a Curator may simply go by the title of Manager.

Possible responsibilities

- Managing museum staff, paid or voluntary
- Organising exhibitions and events
- Manage their building including its security and maintenance
- Caring for their collections and exhibitions
- Helping the public to access collections and exhibitions
- Providing excellent customer care

Qualifications

Curators are often qualified to at least degree level in a related subject. require at least a Degree in Conservation.



LEARNING OFFICER

Museums and galleries are not just interesting visitor attractions. They can be places where people of any age can come and learn. It is the job of a Learning Officer to help ensure that museums and galleries can function in this role. They may do this by providing events and activities for people of all ages and abilities such as school groups, youth organisations, adult learners, community groups, and families to name just a few.

Possible responsibilities

- Planning a programme of activities and events
- Delivering learning programmes to various groups visiting the museum.
- Developing resources to support learning visits to museum and gallery collections
- Marketing learning programmes to schools
- Researching developments in teaching and learning, e.g. National Curriculum
- Working with teachers

Qualifications

A degree in a relevant subject and possibly a relevant teaching or youth work qualification.



Being a Viking at
Chertsey Museum

OUTREACH OFFICER

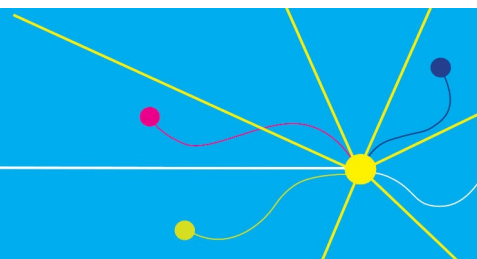
Museums and galleries are there for everyone no matter who you are, but sometimes it is difficult for certain groups of people to visit, or they aren't aware of what museums have to offer. That is where Outreach Officers can help. Like a Learning Officer, Outreach Officers can develop events and activities but they can take these out of the museum environment, to work directly with community groups. Their aim is to encourage groups to see the benefits of museums and galleries and hopefully encourage people to continue using them.

Possible responsibilities

- Developing events, activities and exhibitions with groups who don't often work with museums
- Delivering activities to diverse groups
- Keeping aware of issues and developments in their local area
- Developing learning resources, materials and documents for groups

Qualifications

A degree in an appropriate subject is necessary. A teaching or youth work qualification could also be useful.



COMMUNICATIONS OFFICER

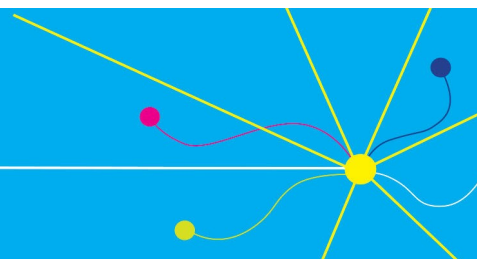
A Communications Officer or Communications team can be responsible for the promotion and marketing of a museum or group of museums. The public image of a museum is managed by the Communications Officer. They prepare marketing campaigns to encourage people to visit the museum or use its services. A marketing campaign might include leaflets, posters, adverts in newspapers, magazines, on TV or on the internet. They also work with the media to promote the museum, providing them with information in the form of press releases and arranging interviews with museum specialists.

Possible responsibilities

- Liaising with the media about developments at the museum
- Preparing information, text and images for promotional materials
- Working with designers and printers to produce promotional materials
- Buying advertising space
- Organising advocacy events for funders and stakeholders

Qualifications

A Communications-related degree or postgraduate qualification (in Marketing, Media, PR or Communications) is necessary. Previous experience of working in a Communications role particularly in the culture and heritage sector is preferable.



DESIGNER

Exhibitions, leaflets and publications for museums have to be designed. Some organisations will use outside firms to do all their design work while some have their own design teams to produce what they need. Designers may work with a range of other teams from communications, learning, outreach or exhibitions. They would be responsible for the overall appearance of any graphic work you may see related to the museum or site.

Possible responsibilities

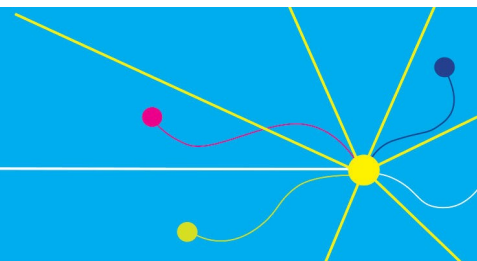
- Preparing graphic material from initial design to final completion
- Assisting with the design and maintenance of related websites
- Liaising with colleagues on any possible design briefs and advising on budgetary and technical constraints they may have
- Meeting deadlines

Qualifications

A BTEC HND in Graphic Design is essential for this job. A Degree in Graphic Design is not essential but would prove useful.



Sketching activities as a way of developing and recording ideas at The Lightbox.



TECHNICIAN

There are people who design the many exhibitions and galleries you visit but who actually builds and puts them together? That is the job of the technicians. Technicians would have skills in joinery and carpentry and be able to follow instructions and diagrams. Work undertaken by the Technicians could be in partnership with designers based at their museums and also external staff. Tasks can include simply installing and painting partition walls for art exhibitions to building rooms and cabinets that can rival the quality of a movie or theatre set.

Possible responsibilities

- Working closely with designers
- Repairing and maintaining exhibitions, displays and interactives
- Providing technical advice on exhibitions and gallery spaces
- Sourcing and ordering materials

Qualifications

It would be useful to have a recognised qualification or to have served an apprenticeship in carpentry or joinery but it isn't essential. Good experience in this area is essential.



Learning engineering skills
at Brooklands Museum

PHOTOGRAPHER

A Photographer working for a museum or gallery can have an extremely varied role. They could be documenting an organised event one day, photographing objects from the collections another and then manipulating digital images on a computer the next. The size of museum or gallery can determine the level of equipment they have or if they have a photographer at all. A good knowledge of developments in photography and skills in using various related technologies would be extremely useful.

Possible responsibilities

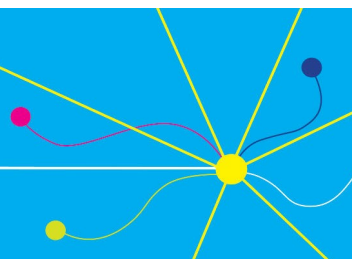
- Photographing objects belonging to the collections, for use in a variety of ways from museum records to leaflets and publications
- Using a variety of photographic equipment and tools including digital media
- Preparing images using manipulation software so it's suitable for a variety of uses
- Photographing activities and events that may take place.

Qualifications

Must hold at least a relevant Higher National Diploma and have a strong portfolio of work.



Photography in the woods at Watts Gallery - Artists' Village



FINANCE OFFICER

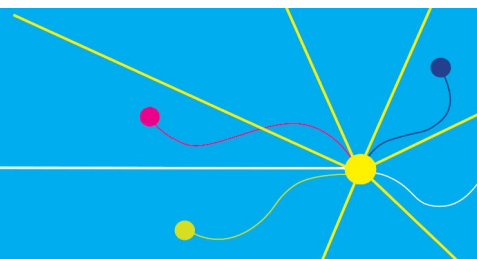
Museums aren't the richest of sectors. Funding can come from a variety of sources like local and national government, donations, grants, and retail. When money is invested in our sector it is important that it is managed effectively so the role of a Finance Officer is important. They are the people that ensure the money in an organisation is accounted for. They train staff on how to follow budgets and monitor when money is coming in and out of the organisation. It is the Finance Team's responsibility to make sure that their organisation follows financial regulations and procedures.

Possible responsibilities

- Maintaining computerised and manual financial systems
- Processing invoices for payment
- Monitoring different budgets
- Administration of staff expense and travel claims
- Providing guidance to staff on financial regulations and procedures

Qualifications

Relevant experience in a financial role is essential and qualifications in accountancy would be useful.



HUMAN RESOURCES OFFICER (HR)

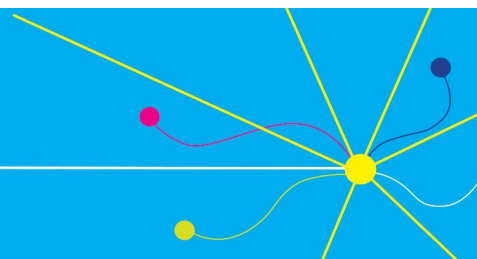
Museums and galleries have many different people working for them in a variety of different roles and it is the job of the HR Team to recruit these people and ensure that they are able to do the job they have been employed to do. This can involve HR staff monitoring and delivering training on sickness and absence, health and wellbeing in the workplace and payroll. HR staff also advise managers and staff on employment laws and procedures. HR staff will work with an employee in some form or another from their initial appointment in the organisation all the way through till they leave.

Possible responsibilities

- Administer the recruitment and selection process for new staff
- Monitor staff development and provide or suggest training opportunities
- Advise managers on employment procedures and changes to employment policies and law
- Monitor sickness and absence records and work with staff to promote health and wellbeing

Qualifications

Experience in a Human Resources role and working towards a recognised qualification from the Chartered Institute of Personal Development (CIPD) would be useful. work.



TRADING AND DEVELOPMENT OFFICER

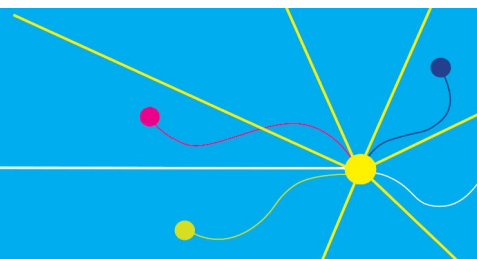
Museums and galleries are funded from a variety of sources. These sources range from local government grants, business sponsors, charities, donations and retail. The role of a Trading or Development Officer is to help raise funds for museums and galleries and the events and activities they deliver. Without new and continuing sources of funding museums couldn't run effectively.

Possible responsibilities

- Help to prepare funding applications
- Research possible sources of funding
- Manage museum shops and stock
- Assist in the management of venue hire and corporate events

Qualifications

Good GCSEs in Maths and English are required and a qualification in marketing, sales or fundraising would prove useful.



SENIOR MANAGER

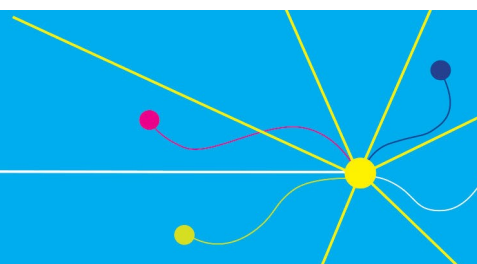
The bigger the museum and gallery organisation, especially when there is more than one venue to look after, the more chance it will have high level management. Depending on the organisation size these managers may have overall responsibility for various departments or a series of venues. They will manage the managers, write business plans, devise policies and strategies and manage high profile projects that involve a great deal of money. To become a Senior Manager you don't have to have a specialised business degree or high level management training. Many Senior Managers start at the bottom and work up from many of the departments we have looked at so far.

Possible responsibilities

- Management of staff, venues or departments
- Managing high profile projects and budgets
- Promoting their venues to a varied audience and to the wider museum sector.

Qualifications

It is expected a Senior Manager would hold a degree or have achieved a similar qualification. Management and Financial qualifications would be useful and experience of managing staff, projects, or venues is expected. Career path. You can become a Senior Manager in a museum organisation by following many different routes from exhibitions, visitor services, learning, or many other careers.



DIRECTOR

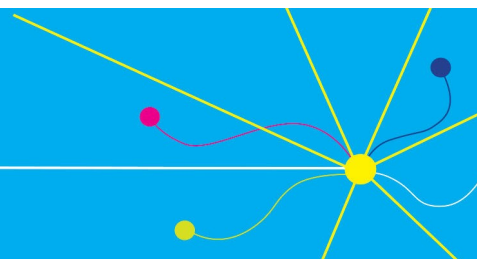
This is the top job in a museum. They may be also called the Chief Executive Officer or other appropriate titles. They are appointed by and answer to a committee of people, perhaps local government officials or a board of trustees. It is their responsibility to lead their staff and organisation and ensure the continued development. They have a direct overview of everything that happens from budgets, staffing, exhibitions, marketing, corporate policies and strategy.

Possible responsibilities

- Find sources of funding to help develop their museums
- Report on successes and achievements at local and national levels
- Ensure that all the branches that make up their organisation have the best available support and resources to enabling them to do their jobs effectively
- Develop business plans and strategies to ensure their organisation is running efficiently.

Qualifications

It is expected a Director would hold a degree or have achieved a similar qualification. Management and Financial qualifications would be useful and experience of managing staff, projects, or venues would be expected.



MORE INFORMATION

For more information on careers in museums and heritage sites the following websites may be useful.

- www.museumsassociation.org/careers
Website from the Museums Association which looks at career opportunities
- www.creative-choices.co.uk/
Website from Creative and Cultural Skills to help individuals find out more about careers in the creative and cultural sectors

Getting that job

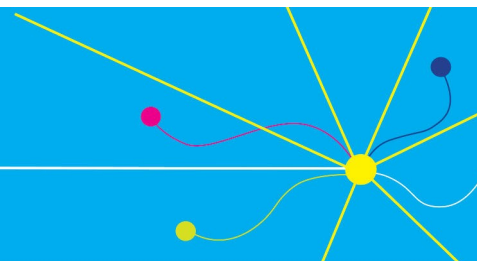
Like many jobs you would have to apply to the organisation and go through an interview. Working in museums is no different. Knowing how to fill in an application form to ensure you get that interview and then preparing for the Interview can be extremely nerve wracking. There is lots of advice out there that you can follow to help you to prepare, just see the links below, but here are our five top tips that can help you get that foot in the door.

Read the job specification

You can save yourself a lot of effort by simply reading what skills, qualifications and experience is actually required. If you meet the requirements go ahead and apply. If you don't meet the requirements don't waste your time because you won't get an interview.

Writing your personal statement on application forms

To help you get that interview you must effectively match up the job requirements to your own skills, experience and qualifications. You will stand a much better chance of interview if you can meet all the essential criteria and some of the desirable criteria on a job specification.



Read the application form carefully

Make sure you know how to fill in your form. Does it need to be in block capitals, black ink, posted to a certain address or department? What is the deadline? All of these things can stop an application form from being processed and you won't get the interview you may deserve. Applications could be available in various formats, paper or digital. A word processed form may help you eliminate avoidable mistakes.

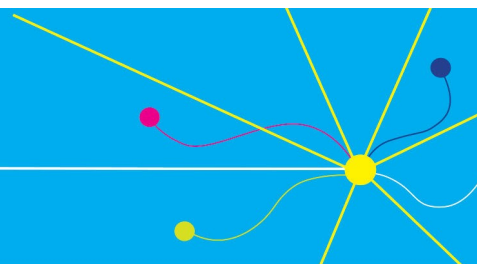
Research your potential employer

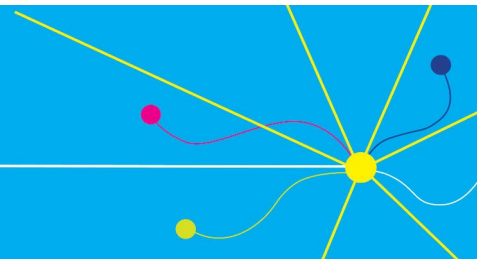
It's worth finding out as much information as you can about the job and organisation you are applying to. The more you know the more it will help to ease any nerves you may have and help you answer any questions. If possible, it is always worth visiting the museums you have applied to before applying.

Selling yourself at the interview

Listen to the questions carefully and take your time to think about the answer. Preparing yourself for any questions you know may be asked will help, for example, why do you want this job? What are your strengths and weaknesses? It is always worth remembering to answer questions positively, even if the question requires you to give a negative example, e.g. describe an experience that didn't go to plan? You would say what you learned from that experience. For more information on applications, interviews and CVs visit the following websites.:

- www.connexions-direct.com
Information on a wide range of topics as well as confidential advice and practical help.
- careersadvice.direct.gov.uk
Government website offering careers advice and guidance.
- www.prospects.ac.uk
UK website offering advice and guidance on careers for students and graduates. It is mainly aimed at university graduates but there is a lot of relevant advice regarding applications, CVs and interview.





Why not explore other areas of cultural careers?

ARCHIVE AND LOCAL STUDIES

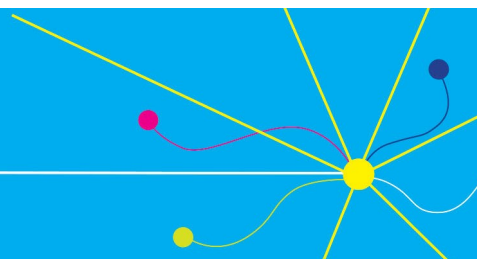
Archive and Local Studies staff include heritage assistants, archivists and librarians. They work with historical documents, rare books, early maps and illustrations, rescuing, preserving and making them accessible to the public. They are the public face of a record office, answering visitor enquires, cataloguing collections, cleaning and packaging collections but also offering guided tours, giving talks and taking part in events. There is room for promotion in archives and local studies, with a range of university and distance learning opportunities to gain a professional archive qualification leading to supervisory responsibility and the potential to become a manager of an archive and local studies collection.

Possible responsibilities:

- Staffing enquiry desks and reading rooms
- Interacting with the public, enhancing their experience of using historic documents
- Providing security to rare and unique collections
- Developing and delivering talks, exhibitions and events
- Cataloguing and preparing finding aids for collections

Qualifications

Heritage Assistants will need good level of education, up to A level. Archivists and librarians will require a degree and relevant postgraduate qualification.



EXPLORING AN CAREER IN ARCHAEOLOGY

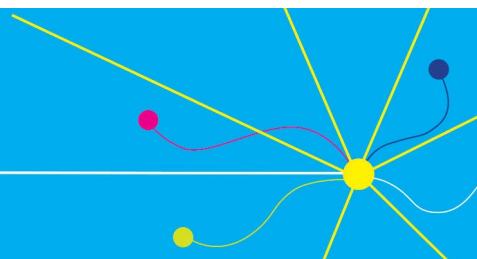
Roles in the sector include being an archaeologist, site assistant, archaeology officer, community archaeologist, senior archaeologist, project manager, finds liaison officer, archaeological surveyor, unit director, historic environment record officer, finds and archive manager, environmental archaeologist, forensic archaeologist

Being an Archaeologist

An archaeologist is involved in recording and interpreting artefacts, planning and researching excavations, educating the public, and of course, digging. Starting salaries for a site assistant (entry level) is around £18,000-£20,000. At more senior levels with experience, salaries will depend on the post held and employer. A degree in a relevant subject is preferable, although there are trainee positions available for those without a degree but with volunteering experience.

To find out more about careers in archaeology you can look at these websites:

- www.bajr.org/
British Archaeological Jobs Resource (jobs and guides on archaeology)
- www.archaeology.co.uk/digs
Current Archaeology (Excavation opportunities around the UK)
- www.archaeologists.net/
Chartered Institute for Archaeologists (professional body representing archaeologists):



EXPLORING A CAREER IN THE ARTS

The arts are part of the 'Creative Industries' that span arts, culture and design roles. Arts and design jobs come in many forms from dancers to fashion designers and make-up artists to musicians, so no matter where your interest or talent lies there will be a creative career that is perfect for you.

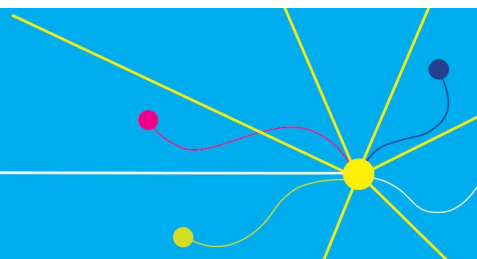
The kinds of creative industries you can work in include music and performing arts, architecture, crafts, design, fashion, film, TV, theatre, video, radio and photography. Areas of design include exhibition, games, graphic, industrial, interior, landscape, product, textiles, theatre. You might also find yourself in advertising and marketing or fundraising.

Possible skills and responsibilities

- Running a creative project
- Demonstrating a practical creative talent to others or inspiring others' creative abilities and passion
- Attention to detail
- An ability to be independent, proactive and resilient
- Being a good communicator, working with a variety of different people and personalities
- Exploring funding opportunities and working in partnerships

Qualifications:

Most people who work in the arts have a degree in a relevant subject, but not all. Gaining experience through volunteering, traineeships and taking part in creative activity to develop your skills and networks can go a long way towards a career in the creative industries.



ALTERNATIVE ROUTES & EMPLOYABILITY SKILLS

This careers guide can be a useful starting point to get you thinking about the kind of cultural job role to suit you and your personality.

You'll notice that many of the careers recommend you have a degree in a useful subject. However, if going to university is not your ideal next step, but you'd like to study at college, there are plenty of courses and vocational qualification programmes in subjects linked to cultural careers, or with the kinds of skills which move you towards it.

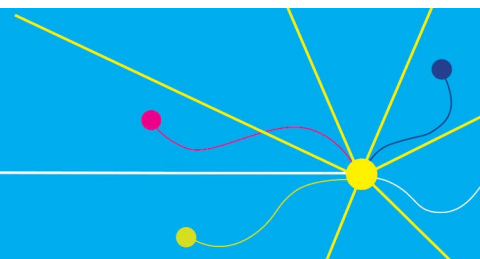
There are also a growing number of alternative routes into the cultural sector, so keep an eye open for traineeships or paid internships in heritage and arts organisations. Look out too for apprenticeships. Even you can't find one in your ideal subject area, something like a Business & Administration apprenticeship will be a very useful stepping-stone.

Whatever pathway you choose, there are many skills and experiences that you can develop along the way to make you stand out from the competition when you are applying for a course, training opportunity or job in the future.

Here are a few tips. ...

A FEW TOP TIPS

- **Responsibilities** Take on responsibilities at school/college such as becoming student "ambassadors" for relevant subjects such as history, art or science; be a library assistant, be mentors of younger students, members of the school council, proactive school club members and officers, or prefects.
- **Opportunities** Wherever possible, take up opportunities such as Duke of Edinburgh and Arts Award. Join a Young Curators club, or drama group. Try a community archaeology dig.
- **Community Roles** Try to commit some of your free time doing something in your community. This could be through a part-time job, or working in a charity shop, belonging to a sports club or badge group such as guides, scouts or cadets. You could volunteer in a relevant organisation such as a museum, archive or gallery – or simply help someone else, such as walking a neighbour's dog.



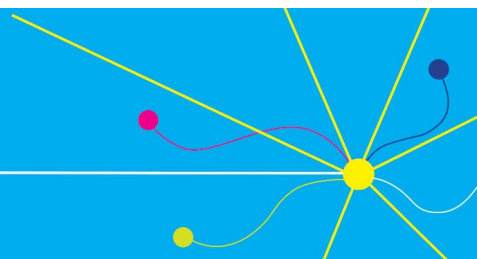
TOP TIPS continued -

- **Build Your Profile** Start to create a **portfolio** (record/folder) of the activities you've been involved with, the roles you've taken on, your main responsibilities and key achievements. Where possible keep any evidence of your involvement such as news articles or flyers. Building up a portfolio is an excellent reminder for you and a great talking point at interviews.
- **Learn to Drive** Having a full driving licence can be a real advantage, especially in rural locations like Surrey.
- **Knowledge** If there is an area you are really interested in, start building up your knowledge and understanding. Read about it, look at relevant websites, visit exhibitions or go to performances.

One final tip...

Embrace the variety that comes your way! Very few people land their perfect job immediately. You will find that most professionals have been on a very interesting journey to where they are now in their careers. They will have taken quite a winding route, with a variety of jobs, learning new skills along the way, and even new qualifications where necessary. Variety really is the spice of life and each experience – good and bad - will take you closer to your ideal job role, so embrace it all.

Of course, you might not be able to manage everything in our Top Tips list, but what these kinds of activities build up are a useful bank of skills, experiences and examples that will help you to demonstrate responsibility, prioritising your time, working with others, using your initiative and a positive attitude towards a career. These are what employers refer to as *transferable skills* – the kinds of skills, qualities and attitudes that you show no matter what the job or situation. All our Top Tips are about encouraging you to build your transferable skills. On your CV or in an interview, an employer will be as interested in your personal qualities as your qualifications, and this might just swing your ideal job!

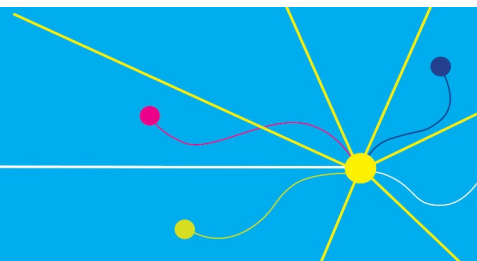


VOLUNTEERING

One of the best ways to learn how a museum or gallery operates whilst gaining valuable experience to help you get that first job, is to volunteer. Some museums have Volunteering Coordinators who recruit and manage teams of volunteers who can work in various roles in their venues. There are also volunteering organisations that can help people find placements. Opportunities are very popular and it is not always easy to get a place in a museum or gallery. Volunteering can prepare you for getting that first job in different ways. Often you will need to apply and go for an interview before you are given a place. Don't let that put you off because it is all excellent experience and when you finally have that place, it can be extremely rewarding. It can add a lot to your CV as employers will see you are keen to develop your skills. There are many places you can volunteer which can help give you skills that can transfer to many different careers. The web links to the right provide information about volunteering in your area.

Websites from organisations related to Volunteering

- www.direct.gov.uk/volunteering
Government website on Volunteering
- www.volunteering.org.uk
Volunteering England the national volunteering development agency
- www.do-it.org.uk/
A national database of volunteering opportunities in the UK
- www.timebank.org.uk/
TimeBank is a national charity inspiring people to volunteer in their community
- www.nationaltrust.org.uk/volunteering
Site on volunteering with the National Trust



NEXT STEPS

We would like our Culture Links event to be more than just inspiration. We would like it to support discovery of a career in the cultural industry.

Each year, the partners you have met today offer an exciting range of opportunities between them which might contribute to your work experience, skills development or general understanding of what a cultural career involves.

The Culture Links Placement flyer in your pack will give you some idea of existing and upcoming opportunities.

Placements are on a first come first served basis. If you see something of interest, speak to your school or college Careers Advisor. The Learning On My Doorstep: Culture Links team will then work with the careers advisors and our cultural partners to make the connections on your behalf.



Pirate themed family
event at Painshill Park

