



Museum Intern - Person Specification

Post Title: Museum Intern	
Post No: 1710	Reports to: Director

SKILLS

- o Excellent oral and written communication skills.
- o Excellent relationship building skills and a proven ability to establish constructive working relationships.
- o Proven ability to organise, prioritise, and maintain workloads in the most effective way.
- o Proven ability to think creatively and problem solve.

PERSON SPECIFICATION

- o Some experience of working as part of a marketing team.
- o Experience of working in the museum and gallery sector.
- o Highly competent at using MS Office programmes.
- o Good working knowledge of Photoshop or HTML.
- o Excellent communication skills, both written and verbal
- o Ability to build and maintain effective working relationships with internal and external colleagues at all levels, with the ability to exercise tact and diplomacy.
- o Excellent copywriting and editing skills with the ability to produce high quality, creative and effective marketing material.
- o Organised with the ability to handle multiple tasks simultaneously and prioritise accordingly.
- o Ability to work under pressure and to deliver to deadlines.
- o Ability to work as part of a team, yet capable of working very well independently.
- o Flexible and creative approach.
- o Excellent interpersonal skills.
- o A passion for museums and heritage.



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QUALIFICATIONS

GCSE (or equivalent) in Maths and English