

JOB DESCRIPTION

Post title:	Paid Learning Internship
Responsible to:	Learning and Outreach Officer
Department:	Bethlem Museum of the Mind
Contract Type:	Fixed Term, 8 months
Hours:	Part-time, 15 hrs per week
Salary:	£10.20 per hour
Period of appointment:	Fixed-term: 23 rd July 2018 until 23 rd March 2019 with possibility of extension <i>Appointment is subject to DBS clearance.</i>
Location:	Bethlem Museum of the Mind, Bethlem Royal Hospital Monks Orchard Road, Beckenham, Kent BR3 3BX

Bethlem Museum of the Mind holds the collections of the Bethlem Royal Hospital, Warlingham Park and Maudsley Hospital. Starting life as a priory in 1247 ('The Order of St Mary of Bethlehem'), the hospital has been located on four different sites. Once known as the notorious 'Bedlam' in the 1700's, the hospital gained notoriety, its name synonymous with chaos and mayhem. The third site at St George's Fields, now housing the Imperial War Museum, began to focus on a growing understanding of mental illness and the care of patients, with an emphasis on recovery. Today we continue this tradition, with both patients and members of the public enjoying over 250 acres of green space.

The Museum of the Mind aims to encourage people to talk about mental health; our interactive displays consider contemporary issues relating to mental health, using archival material, objects and artworks to generate discussion and debate. We are proud to have been shortlisted as finalists for Art Fund Museum of the Year 2016, just a year after we moved into our new museum, a stunning Art Deco building, once used by the hospital as its administrative block. To complement our permanent gallery, we host three temporary exhibitions a year, inspired by our collection and archive. We also programme an activity programme to reflect the '*Five Ways to Wellbeing*' identified by the South London and Maudsley NHS Foundation Trust, the Museum's governing body. We work in association with Bethlem Gallery, whose contemporary art display and studio is located on the ground floor.

Main Job Purpose

The Learning Intern will work closely with the Learning and Outreach Officer to develop and deliver a wide range of income-generating and free events aimed at schools, families and adults that are relevant for our diverse onsite, local and national audiences, including talks, courses, workshops and tours on a range of aspects of mental health, history, literature and visual culture.

Key Responsibilities

- To provide logistical and pedagogic support to the Learning and Outreach Officer
- To deliver schools, family and adult learning sessions including
 - a. Welcoming groups
 - b. Preparing resources
 - c. Assisting with set up and take down
 - d. Leading facilitated activities
 - e. Building on our current resources to extend learning materials available to self-guided groups
 - f. Liaising with other staff members, including the Front of House Manager and volunteers to appropriately set-up physical spaces and audio-visual technology to ensure the smooth delivery of sessions
- To bring own ideas to the design and development of the learning programme, including suggesting event contributors, themes, formats and spaces
- To undertake research in order to develop new school sessions and expand our children and young people, families and outreach programmes
- To assist with the monitoring of learning delivery including effective data collection and reporting
- To assist with formal and informal evaluation of activities
- To assist with object handling sessions for visitors at the museum with the help of volunteers

General

- To work closely with and provide ad hoc cover and support for other team members as required, including covering the front desk and invigilating where needed.
- To keep up-to-date with developments in the museum and heritage sectors.
- To undertake other duties which may be reasonably requested by the Learning and Outreach Officer, Archivist, Director or Museum Trustees and which are compatible with the overall scope and authority of the role.

Person Specification

Qualifications:

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| Essential | Educated to Degree Level or equivalent |
| Desirable | Demonstrable interest in art, history, literature and mental health |

Experience:

Essential

- Previous experience working with young people in formal or informal education settings.
- Excellent organisational and planning skills, coupled with a creative, problem-solving approach, and the confidence to develop ideas independently as well as part of a team.

Desirable

- Previous experience working in museums and galleries
- Experience using new technology and social media