

BLACK COUNTRY LIVING MUSEUM

WORK EXPERIENCE REQUEST FORM

Personal details

Name:

Address:

Contact Number:

Email address:

Date of birth*:

*Please note we are unable to offer work experience to those under the age of 16.

Education and qualifications

Current School/University:

Currently studying (course/subject):

Highest qualification level and subject(s):

Work placement details

Proposed start date of work placement:

Proposed end date of work placement:

Please state your main area of interest:
(please see overleaf for details of each area)

What are you hoping to gain from the experience?

Declaration

I confirm that the information I have given is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Please visit our Privacy page <https://www.bclm.co.uk/privacy.htm> to see how we handle your data.

Please now return this form to: jobs@bclm.com

Areas of Black Country Living Museum

- Admissions & Welcome (including Reception)** Responsible for welcoming our visitors, answering any queries, and assisting in purchasing/redeeming tickets. At the front desk, they deal with a wide range of telephone, face-to-face, and email enquiries.
- Audiences & Communications** Responsible for the planning, design, and development of marketing and communication plans (including social media), PR, branding, and media relations.
- Collections Care** Responsible for maintaining, preserving, researching, and exhibiting the Museum's collection of objects, buildings, books, and artefacts.
- Community Engagement** Responsible for community outreach programmes, to explore ways to appeal to and engage with vast and varying sections of our local community.
- Costume** Responsible for designing, creating, and distributing historically-accurate costume pieces to front of house members of staff and volunteers across the Museum.
- Development** Responsible for identifying and pursuing funding opportunities, sponsorship, and partnership, working to support the Museum's future site developments and charitable programmes. They are also responsible for promoting, developing, and delivering private hire of the Museum's conferencing facilities and site, which also includes coordinating filming activity on site.
- Finance** Responsible for the management of finances including budgeting, forecasting, account reporting, cash-flow management, credit control, and payroll.
- Food & Drink** Responsible for the production, sourcing, merchandising, and selling of food and drink across the Museum, providing both counter and table service to our visitors.
- Historic Characters** Responsible for costumed demonstrating in the various shops, houses, and buildings across the site, bringing the Museum to life and engaging with our visitors.
- IT** Responsible for the operation and support of the Museum's IT infrastructure, including user support. They are also often involved with installing audio/visual experiences to enhance our visitor offer, particularly for events.
- Museum Operations** Responsible for the Museum's daily site operation, including events management, security, car parking, and duty management.
- People & Culture** Responsible for the recruitment, on-boarding, reward, and development of staff and volunteers.
- Programme Development** Responsible for developing and delivering formal and informal educational programmes to our visitors. As part of this, they also organise and conduct hands-on workshops, such as collection handling.
- Research** Responsible for researching into the history of the Black Country and the collections of the Museum, to inform our formal and informal educational programmes.
- Retail** Responsible for the sourcing, merchandising, and selling of retail goods, including bespoke/commissioned goods which reflect the Museum and its collection, across our on-site retail outlets and online shop.
- Sales & Ticketing** Responsible for dealing with email and phone bookings from schools, groups and individuals for day visits and events. They assist visitors/groups in planning their visit.
- Site Conservation, Transport & Maintenance (including Health & Safety)** Responsible for the maintenance of the Museum site, both planned and reactive tasks. This includes gardening, carpentry, bricklaying, cleaning, etc. They are also responsible for the management and development of Health and Safety practices.