

## Work Experience Programme

### Why should you apply for a work experience placement at NCMG?

At Nottingham City Museums and Galleries (NCMG) we are committed to offering young people an inspirational work experience placement that gives a real insight into the wide variety of careers within our organisation, provides opportunities for gaining new knowledge and skills and helps to provide you with the attitude and ambition that you will need to have a successful working life beyond education.

### What will the placement involve?

- The programme will be offered for one set week each academic year to 10 pupils.
- The programme will be based primarily at Wollaton Hall from 9.30am-3.30pm each day for the full week.
- You will be given the opportunity to interview and hear presentations from a wide variety of staff from within our organisation and be asked to carry out a number of reflective tasks which will help identify your own strengths and goals.
- During the week you will get hands on experience and 'behind the scenes' access as you do a range of real life tasks within a number of departments across our organisation. These will include Education, Museum Design, Collections and Conservation, Front of house, Catering and Trading.
- You will also be asked to take part in a pupil led team project and presentation. This will provide the opportunity to apply some of the skills and knowledge that you have gained during the week and for you to use your own creativity and imagination to fulfil the brief that has been given.



### What skills would you develop during the placement?

The ability to work as part of a team is vital in almost all work contexts and the work experience programme at NCMG will include a strong emphasis on collaboration and teamwork. You will develop these skills through working with other pupils on the group tasks and also through the real life tasks and sessions where you will be working alongside members of our own staff team.

These tasks will also enable you to improve your own communications skills within small group work and also through the delivery of a 'dragon's den' style presentation with your team at the end of the week. Through working independently and as a team you will be given the opportunity to work on your leadership skills and also the ability to listen to and follow the advice of others you are working with.

### **Who can apply?**

All placements are for pupils aged 14 – 17 years attending full time education. Applications are welcome from pupils attending Nottingham City schools and beyond. However, due to the limited number of places each academic year the selection of pupils will be made using the following priorities:

- Priority to city schools (in line with City Council directive)
- Priority to pupils who live within the city (in line with City Council directive)
- Priority to pupils with a genuine interest and enthusiasm for working in museums/galleries which is demonstrated in their application form.

Students who are 18 and above are encouraged to apply to gain experience through our volunteer programme. Unfortunately, home educated children cannot be accommodated as we require the formal support of the LEA regarding risk assessment, insurance etc.

### **How do you apply?**

- To apply for the work experience programme you must complete the application form which includes a number of questions explaining your reasons for wishing to work at NCMG. This application form will be required even if you have already written in to request a placement.
- Applications must be sent in before the deadline and will not be considered after that date unless there are still available places on the programme.
- After the deadline all applications will be considered and the successful pupils will be contacted and invited to attend a pre-placement site visit/interview. During this visit an overview of the activities to be undertaken during the placement will be given and also general expectations in terms of timings, dress code and conduct. You will also be asked to discuss any particular needs you have which may need to be taken into account, and your hopes and aspirations for the placement.
- After the pre-site visit you will be sent a formal confirmation letter containing more detailed information.

**Louise Hodder**  
**Schools Programmes Officer**  
**Nottingham City Museums & Galleries**  
**Louise.Hodder@nottinghamcity.gov.uk**

