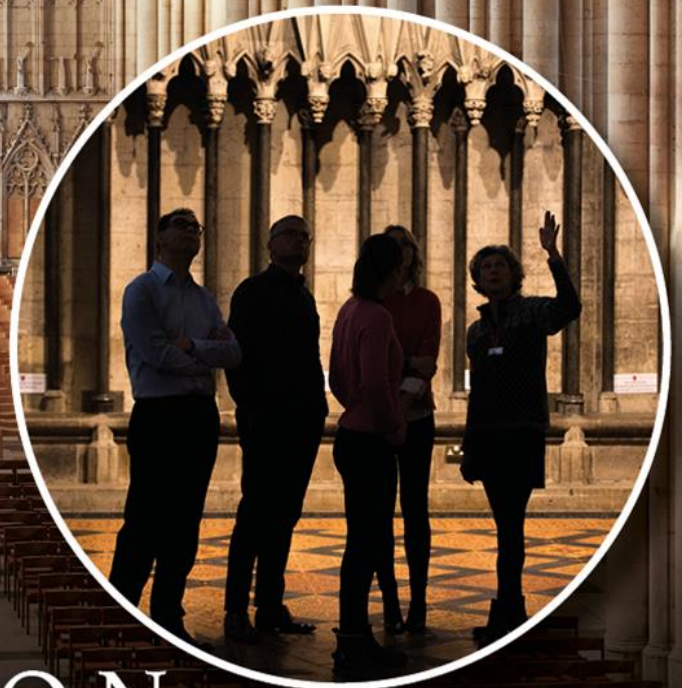




YORK
MINSTER

Museum Trainee
2022

APPLICATION
PACK



YORKMINSTER.ORG



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ABOUT YORK MINSTER



The seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York, York Minster as it is better known, is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England and is one of the most iconic and famous buildings in the United Kingdom.

York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of Minster life. It is also a gothic masterpiece in stone and stained glass. It is a magnet that draws people to visit the City of York and is a defining symbol of the ancient “capital of the North”. Each year around 600,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York’s lively cultural life, hosting many concerts and exhibitions alongside the daily pattern of worship and prayer. The worship cycle is presented in a magnificent setting with exceptional music and liturgy. York Minster’s Choir of adult ‘Vicars Choral’ and boys and girls educated at St. Peter’s School is world renowned. The Choir’s mastery of the English choral tradition is one of the Minster’s crowning glories.

The Minster is a diverse place with over 185 members of staff and over 450 volunteers needed to run it. There is a large Works Department, whose range of skilled craftspeople look after the Minster and the Precinct Properties; a fine Library run in partnership with the University of York, a cathedral shop and a team of Visitor Experience staff who ensure that all our visitors receive a warm welcome. The outward facing teams are supported in their Stewardship of the Minster’s resources by the Chapter Office team which include Finance, HR, Legal, IT and Communications. This stewardship function is vitally important as the Minster relies on self-generated income as it receives no regular income from Government and very modest funding from the central Church of England.



MISSION STATEMENT



Our Mission Statement

Living Christ's Story through our prayer, hospitality, service and stewardship

Our Values

- **Trust**
- **Wisdom**
- **Courage**
- **Humility**

Organisation, Management and Governance

The Minster is governed by a fiduciary body "Chapter" chaired by the Dean (currently Acting Dean) and comprising executive members – Residuary Canons and non-executive members, Lay Canons.

The day to day operation of the Minster is overseen by the Senior Executive Team comprising both lay professionals and the residuary Clergy.

The Minster, as all other Cathedrals, is currently going through the process of registration with the Charity Commission, following the enactment of the Cathedral Measure 2021. It is expected the Minster will be registered by the end of 2022 and from that point under the joint regulation of the Charity Commission and the Church Commissioners.

The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy), and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

Museum Trainee

A fixed term role for one year.

35 hours per week

£20,000 per annum

A Museum Trainee is sought for York Minster. York Minster's museum, library and archive collections consist of over 300,000 items, with the artefact collections ranging from stained glass, silver and furniture to archaeology, sculpture, stonework, textiles and social history material. The Minster is home to an Accredited Museum, the Undercroft Museum; the largest Cathedral Library in the country with over 90,000 volumes; and archival records and manuscripts dating back a thousand years. In 2019, the Minster welcomed over 700,000 visitors, of all faiths and none.

The post is suitable for a recent graduate of a postgraduate Museum Studies or equivalent course, or person with equivalent professional experience. This is a fixed-term role for one year; an excellent developmental opportunity which will provide hands-on experience and training in collections care and management, exhibitions and displays and collections-related public engagement.

This post would suit someone committed to learning; a motivated individual with a good awareness of the principles of collections care and museum services, keen to develop their professional experience. They will work within the friendly and supportive Collections & Interpretation team, and contribute to collections management, displays, visitor welcome and public engagement.

To apply please complete an application form, confidential declaration and an equality and diversity monitoring form. Completed forms should be returned to jobs@yorkminster.org no later than noon on Thursday 14th July, interviews are scheduled for the week commencing Monday 25th July 2022.

JOB DESCRIPTION



Job Title:	Museum Trainee
Department:	Collections and Interpretation
Reporting to:	Heritage and Participation Officer (Collections)
Supervisory Responsibility:	None
Financial/Budgetary responsibility:	None
Job Purpose:	<p>To support care of, administration of and access to York Minster's museum collections, as part of the Collections and Interpretation team. The team delivers collections care and services to the high professional standards required by Care of Cathedrals Measure 2011, Arts Council England Museum Accreditation Scheme and The National Archives Archive Accreditation Scheme.</p> <p>The post is suitable for a recent graduate of a postgraduate Museum Studies or equivalent course, or person with equivalent professional experience. It is a fixed term one-year training post, offered as a 'starter' professional role, providing hands-on experience and training in collections care and management, exhibitions and displays and collections-related public engagement.</p> <p>York Minster's museum, library and archive collections consist of over 300,000 items. The Minster is home to an Accredited Museum, the Undercroft Museum; the largest Cathedral Library in the country with over 90,000 volumes; and archival records and manuscripts dating back a thousand years. The artefact collections range from stained glass, silver and furniture to archaeology, sculpture, stonework, textiles and social history material. In 2019, York Minster welcomed over 700,000 visitors.</p>
Duties & Responsibilities:	<p><u>Collections Management</u></p> <ul style="list-style-type: none">• Assist with the maintenance of museum collections and services to SPECTRUM and Museum Accreditation standards, including collections management and care, supporting acquisitions and loans, and marking and labelling objects.• Undertake Inventory cataloguing and documentation work and update Inventory records to ensure they are current, including any location changes or changes to object condition.• As delegated by the Heritage and Participation Officer (Collections) and the Collections Officer, support the work of Inventory and Collections volunteers, ensuring accuracy and consistency of work.• Support the audit and renewal of loan agreements for the extensive holdings of parish silver, including updating documentation.• Assist the Collections Officer in checking pest traps and monitoring environmental conditions.• Assist with collections store moves, including handling and packing of items and location control.

JOB DESCRIPTION



Collections Access

- Contribute to exhibitions and displays, assisting with development and installation.
- Contribute to other forms of public interpretation in the Minster and its Precinct, potentially including interpretative hoarding on scaffolding for building works.
- Contribute to collections access projects, for example gathering information for a project to digitally augment 'The King's Book of York Heroes 1914-1918', a contemporary record of those who fell in the First World War, with names discovered since.
- Support collections-based events and seminars, increasing public access and research engagement. Assist the Head of Collections and Interpretation, Librarian, Archivist and other staff with the identification and delivery of appropriate material.
- Deliver public access to the Old Palace through the reception desk duties, as part of a rota system (approximately 1 day per week). The Old Palace is the home of the archives, Library and curatorial offices.
- Occasional Reading Room duties as part of the helpdesk rota e.g. to cover staff annual leave or illness.
- Respond to user enquiries, including image licensing.
- Contribute to social media postings on York Minster's collections and exhibitions.
- Maintain up-to-date knowledge of York Minster, its history and purpose. Undertake collections-based research relevant to the fulfilment of duties.

Other Duties

- When requested, attend the daily meetings and other briefings in the Minster, and represent the Collections team on appropriate internal groups as directed, including delegation for other team members in case of absence.
- Collaborate effectively with colleagues in other Minster departments, to support the ongoing work and mission of the Minster.

Additional responsibilities:

- Any other duties as may reasonably be required.
- Ensure that the highest standards of professional performance are maintained.
- Promote equality, diversity and inclusion in all aspects of work.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Participate in the arrangements for performance review and appraisal.
- Ensure that professional skills are regularly updated through participation in training and development activities.
- Occasional evening or weekend work to support events and activities for which time off in lieu will be granted.

PERSON SPECIFICATION



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview
Absolute Integrity & Values The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the cathedral's life.	E	I
Education/Training (Academic, vocational/professional and other necessary training) <ul style="list-style-type: none"> ▪ Educated to degree level or equivalent in a relevant field. ▪ Postgraduate Museum Studies or other relevant professional qualification, or equivalent professional experience. (NB – we value both voluntary and paid experience.) 	E E	A/I A/I
Knowledge & Experience (e.g. report writing, IT skills, Microsoft) <ul style="list-style-type: none"> ▪ A demonstrative enthusiasm and commitment to working in museums and heritage. ▪ Knowledge of collections management procedures. ▪ Experience of documentation work. ▪ Experience of contributing to exhibitions and displays. ▪ Experience of handling historic collections. ▪ Experience of welcoming the public and answering enquiries. ▪ IT skills, including competence with Microsoft Office. 	E E D D E D E	A/I A/I A/I A/I A/I A/I A/I

PERSON SPECIFICATION



Competencies

(e.g. communication, interpersonal, decision making, problem solving, team player, values diversity)

- | | | |
|--|---|-----|
| • A welcoming attitude demonstrating a positive approach to all. | E | A/I |
| • High level of accuracy in written work. | E | A/I |
| • Good team-player, able to work within a multi-disciplinary team. | E | A/I |
| • Good communication skills. | E | A/I |
| • Self-motivated, and committed to best practice. | E | A/I |
| • Ability to effectively plan and organise work. | E | A/I |
| • Committed to Continuing Professional Development. | E | A/I |

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

Living Wage - The Chapter of York is an accredited living wage employer.

Salary

The salary for the role is £20,000 per annum.

Working Patterns

This is a fixed term one-year training post. The role is for 35 hours per week, working 5 over 7 days.

Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays for full time staff (pro rata to hours worked). If a member of staff is required to work on a bank holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity.

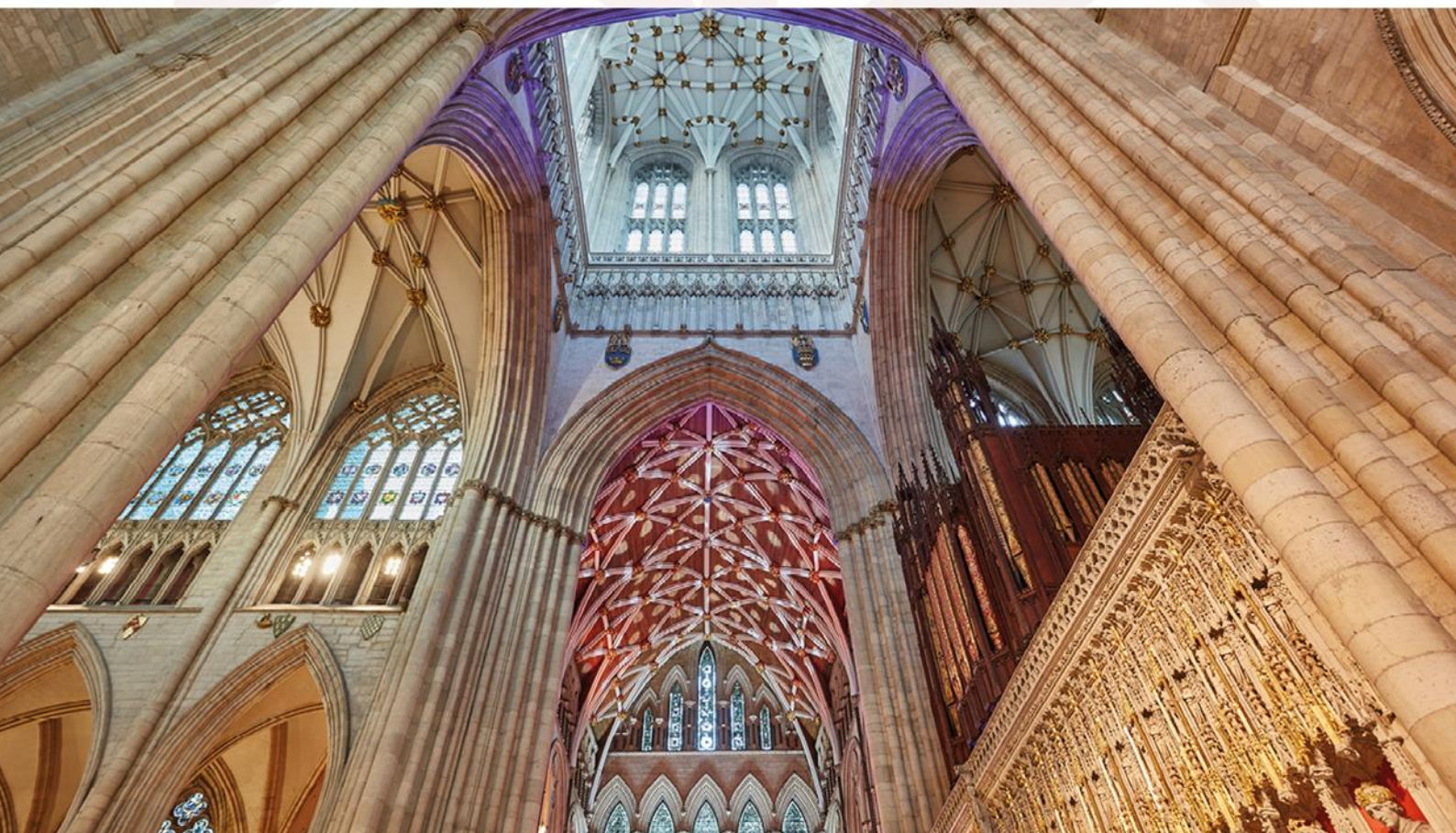


EQUALITY STATEMENT



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.



HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page yorkminster.org/jobs/ and send to:

jobs@yorkminster.org

Completed forms should be returned to jobs@yorkminster.org no later than noon on Thursday 14th July, interviews are scheduled for the week commencing Monday 25th July 2022.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

