

Example work experience placement

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Basics

Arrangements for the Start

On your first day, please come to the museum at 10:30 a.m. and I'll meet you there and help you settle in.

How the Induction Will Work

We'll start with a guided tour of the museum to help you get familiar with the building, the different exhibits, and what makes them special to visitors. I'll also explain the health and safety rules, like what to do in case of a fire, and show you where everything is, including the toilets and staff areas. I'll give you the wifi password, and a timetable for the things we are doing through the week. If there's anything specific you'd like to do during the placement, let me know before your first day, and we'll see if we can include it in the plan!

To Whom You Will Be Reporting

You'll be reporting to Rosie and Kenzie throughout your placement. I'll guide you through each activity and check in with you every day to see how you're getting on.

Timetable

Days of work: Monday-Friday

Hours of work: 10:30-16:30

Lunch time: 30 minutes from 13:00-13:30 (you can move this if you like)

Reporting person: Rosie

Dress Code

We want you to feel comfortable during your placement, so you're welcome to wear whatever you like. The only thing we ask is that your clothes are neat and tidy—nothing too scruffy, please! Comfortable shoes are a good idea since you'll be on your feet for part of the day. If you're unsure about anything, feel free to ask me before your first day.

Final outcomes

- You will improve your people skills by practicing talking to visitors about the museum's collection and serving them on the till
- You will get an idea of what it's like to work in a job, and how this work experience can help you in the future
- We will write you a CV, which explains what you have achieved at the museum
- You will write an article for the museum's newsletter, about what you did and what you learned during your placement.

What Activities You Will Be Doing

Day 1: Getting to Know the Museum

- Welcome, and receiving your name badge.
- Guided tour of the museum.
- Reading a fact file about the museum to learn about its history and key exhibits, highlighting the interesting facts.
- Watching one of our volunteers guide visitors around the upstairs exhibits to see how they interact with visitors.
- Choosing a favourite object at the museum and learning some facts about it, either by talking to one of our volunteers, talking to Rosie, or using the internet.
- Finding out about your final project, and why we are asking you to do it.

The aim of this day is to familiarize yourself with the museum's layout, the exhibits, and what makes them interesting to visitors, and get an understanding of what the working day looks like at our museum.

Goal of the day: Learn 5 interesting facts about the objects in the museum

Day 2: Trying Tour Guiding and Learning The Till

- Try saying hello to visitors upstairs and telling them interesting things about the museum's objects.
- In the afternoon, you'll learn how to work on the museum shop's till and practise serving customers.

The aim of this day is to try out the different jobs we have at the museum, and see how the museum makes money.

Goal of the day: Say hello to at least 5 visitors, and tell them each an interesting fact. Serve one customer on the till without needing any hints.

Day 3: Talk to some visitors and start your project

- In the morning, you will work downstairs, looking after the till and the museum shop
- In the afternoon, you will work upstairs, talking to visitors.
- In the last hour, we will talk about your final project, writing an article for the museum's newsletter.

Goal of the day: Serve 5 customers without needing any hints, talk to 5 visitors about the collection upstairs, write a plan for what you will write in your final project.

Day 4: Write your final project

- All day, you will work upstairs, talking to visitors.
- When you need a break from talking, you can sit down and start writing your project on the computer. Kenzie will come and talk to you through the day about your project, and help you make it more interesting.
- At the end of the day, you will send your article to Rosie, and she will put it into the next newsletter (read by over 100 people!)

Goal of the day: Finish writing a short article for the museum's newsletter about your time working at Staithes Museum.

Day 5: Finishing Up and Reflecting on your work experience

- On your last day, we'll focus on writing a CV that includes your work experience at the museum. Rosie will explain what a CV is for, who reads it, and what sort of information it should include.
- We'll look at the checklist to see what you did really well, and what you think still needs improvement, and use this information to make a plan for a CV.
- You will write your CV using a template, with support from Rosie.
- We will ask you for some feedback on your work experience - what went well, and what didn't go so well, and what we could do better next time we have someone for work experience.

Goal of the day: Learn about a CV, and write one about you.

After the placement

- We will write you a letter of recommendation summarizing your achievements at the museum, which you can use in the future.
- We will send you a copy of the newsletter, in which your article features.
- You can write to ask for a letter of recommendation at any time, just send an email to staitheismuseum@gmail.com

Your Final Project: Writing for the Museum Newsletter

As part of your placement, you'll write a short article for our museum's newsletter, which is read by over 100 people! The article should reflect on your experience during your time with us. You can include:

- What you enjoyed the most about the placement.
- Something new or surprising you learned about the museum or its collection.
- Challenges you faced and how you overcame them.
- Any favorite moments or highlights from the week.

This is your chance to share your perspective and help others see what it's like to work at the museum. Kenzie and I will be here to guide you through the process, so don't worry if you've never written something like this before. By the end of the week, we're confident you'll have a piece of writing you'll be proud of!

Checklist

This checklist will help track your growth and provide specific examples to highlight in your CV and the recommendation letter. We can add things to this list based on what you are interested in learning.

- ☐ **Arriving on Time** - Arrived at the museum on time every day.
- ☐ **Demonstrating Professionalism** - Was friendly, polite, and respectful to both visitors and volunteers throughout the placement.
- ☐ **Engaging with Visitors** - Actively greeted at least five visitors per day and helped answer questions about the museum or exhibits.
- ☐ **Serving Customers** - Operated the till independently and served at least ten customers confidently.
- ☐ **Completing a Writing Project** - Finished a writing project (an article for the newsletter) independently, which was published and read by over 100 people.
- ☐ **Learning About Local History** - Learned key facts about the local area's history through discussions with staff and independent research.
- ☐ **Taking Initiative** - Took initiative by suggesting or completing tasks without prompting (e.g., helping to wash up, offering assistance to visitors).
- ☐ **Demonstrating Teamwork** - Worked effectively as part of a team, assisting volunteers and staff when needed.
- ☐ **Understanding Museum Operations** - Gained a good understanding of how the museum operates, including tasks like guiding visitors and supporting the daily routine.
- ☐ **Reflecting on the Experience** - Demonstrated self-reflection by discussing what went well and what could be improved in a debrief meeting.