

## **Professional placement offer – Collections**

### Fulham Palace

Fulham Palace was the historic summer palace of the Bishops of London from 704ad. Today, we are a unique historic house set in 13 acres of botanical gardens on the River Thames next to Putney Bridge Station. We are currently undergoing a large HLF funded restoration project which will conserve the Tudor palace and develop new museum spaces and interpretation, providing high quality visitor experience.

### Collections placement

A collections placement can offer:

- Experience of working in a small archive and museum with a varied collection.
- Work with a wide variety of different groups, audiences and ages.
- Good handling practice of moving objects for transport, use and storage.
- Provide usage to a collection management software (MODES) and experience of collections rationalisation and object documentation, in accordance with Spectrum standards.
- Knowledge in the care and conservation of collections and historic interiors.
- Working with hazards, writing risk assessments and ways of appropriately managing these types of issues.
- Practice of spot reading, downloading and analysing data from various environmental monitoring systems, as well as writing an executive summary for museum staff and lenders.
- Carrying out quarterly pest surveys, identifying the pest issues and responding to them, where possible.

Duties will include:

- Supporting the collections and conservation officer.
- Assist in delivering conservation-based engagement sessions.
- Supervising collections care volunteers and organising their activities.
- Supporting the collections and conservation officer to manage and conserve the collection and loans.
- Help respond to emergency situations in the museum, such as leaks.
- Assist in placing our collection on a newly acquired database system (MODES).

## Possible dates

Monday and/or Thursday throughout the year, except holidays.

## Skills the student may develop

Potential skills from a collections placement include:

- Project management
- Archival processes
- Research
- Communication
- Interpretation and copywriting
- Booking administration
- Volunteer co-ordination
- Public speaking

## Skills desired

The student should ideally have:

- Good communication skills
- Good attention to detail
- Good written skills
- Good organisational skills
- Adaptable to a busy and diverse working environment
- Friendly and approachable
- Self-starting

## Contact

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Learning and engagement manager  
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## Application process

Please send a completed volunteer application form to Kate Kern, learning and engagement manager at [kate.kern@fulhampalace.org](mailto:kate.kern@fulhampalace.org).