

## Cultural Ambition Project - Trainee Profile

<b>Position</b>	Cultural Ambition Trainee
<b>Length of Traineeship</b>	Fixed term 28 <sup>th</sup> June 2021 – 24 <sup>th</sup> April 2022
<b>Hours</b>	30 hours per week (includes hours spent on virtual placement and hours spent on qualification)
<b>Bursary Payments</b>	£800 pcm
<b>Regions</b>	Cardiff Ceredigion (Welsh speaker essential) Conwy Gwynedd (Welsh speaker essential) Newport & Torfaen Swansea
<b>Date</b>	May 2021

### Project Overview

This training programme is an exciting opportunity for a young person wishing to learn about working in museums, castles, archives and cultural heritage venues. During the past year, cultural heritage sites have moved the majority of their work online, with staff members working from home delivering virtual content to engage their customers whilst the sites remain closed. Trainees will gain a unique insight into what it means to work in the cultural heritage sector during this time, by undertaking virtual placements with two different cultural heritage sites. Trainees will be mentored by staff members at those sites and included in any work that the organisations are delivering during this time. Once sites start to re-open, and when it is safe to do so, trainees will get the opportunity to complete aspects of their placements on site. Trainees will receive a bursary of £800 a month for every month of the traineeship.

As well as virtual placements, the project will include masterclasses delivered by some of the site mentors and employability training to help with next steps once trainees have completed the programme.

### Qualification

Alongside the virtual placements, trainees will be working towards a Level 2 NVQ in Cultural Heritage. Trainees will be registered as students with Cardiff and Vale College and will be required to complete a OneFile e-portfolio. Trainees will have weekly Teams sessions with the college assessor, as well as access to one-to-one support. The unit titles covered within the qualification are as follows:

- Assist with incidents and emergency procedures
- Working with colleagues

- Contribute to the care of a cultural venue premise
- Assist customers, visitors or audiences in getting the best from their experience of a creative or cultural organisation
- Support learning activities in a creative and cultural context
- Support marketing activities in a creative and cultural context
- Identity and Cultural Diversity
- Deliver reliable customer service
- Give customers a positive impression of yourself

### How to apply:

We are looking for someone with a passion and real interest for learning within the cultural heritage sector.

Trainees should:

- Be aged 18-24
- Not be in education, employment or training when undertaking this traineeship
- Be a non-graduate

To apply, please complete the application and monitoring form, including a short personal statement about why you are interested in this traineeship. Your personal statement can be via video or in writing. Email [jo.esposti@ccskills.org.uk](mailto:jo.esposti@ccskills.org.uk) or post to:

Creative & Cultural Skills  
PO Box 252  
Aberystwyth SY23 9FN

Interviews will take place virtually, through an online video-call platform such as Skype, Zoom or Teams. If you have any worries about access to a computer, or you do not have reliable internet access, then please let us know and we can make arrangements to accommodate this.

[Download Trainee Recruitment Information Pack](#)

[Download Application Form](#)

[Download Data Monitoring Form](#)

Please note that there is only a limited number of training placements available. The closing date for applications is 5pm on **Friday 4<sup>th</sup> June 2021**.