What is the Collections Management System (CMS) Traineeship?

The National Trust has been awarded a grant by the Heritage Lottery Fund (HLF) to provide new training opportunities under the Skills for the Future programme. The funding will support the National Trust’s on-going commitment to training and will increase the diversity of people working in the heritage sector.

The National Trust cares for hundreds of thousands of objects, from Roman statues to Victorian bedpans. These objects are catalogued on a database that will soon go online. This trainee will be supported by regional and national specialists to receive full training in using this incredible database as well as an understanding of caring for these objects through working with the staff teams at a property. Trainees will use the new National Trust Heritage Skills Passport to create an individual and flexible training plan and record their development over the year. Each trainee will also develop a personal project over the year to engage their local community with their work.

What’s in it for the trainee?

1. You will be paid while you train and gain work experience at the same time.
2. You will follow your own unique structured training programme matched to your interests, needs and capabilities.
3. You will work in beautiful and fascinating places.
4. You will work with lots of different ages and people you would not normally come into contact with.
5. You will leave with a reference, experience, a Heritage Skills Passport and an impressive portfolio to show to future employers.
6. You will build and gain new skills in an industry where there is traditionally a skills shortage.
7. You will be part of an exciting new project, enabling the National Trust to increase the diversity of people working in the heritage sector.
8. You will make new friends, develop social circles and have fun.
What we will be looking for in applicants.

1. Passion and enthusiasm for the role and the work of the National Trust.
2. Somebody that can demonstrate potential for development and has the desire and promise to continue their career in the heritage industry.
3. Somebody that can demonstrate that they will benefit from the opportunity.
4. The ability and skills to carry out the tasks required.

This role will include:

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<tr>
<th>Description of what the role will include.</th>
<th>If you feel you may have problems doing this please contact, to find out what strategies maybe put in place to support you.</th>
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<tbody>
<tr>
<td>Handling fragile objects, such as glass bowls. So you need to demonstrate that you can handle these safely.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>Attention to detail when cleaning objects.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
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<tr>
<td>Using a computer frequently. So you need to demonstrate that you would be able to use a computer.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>Learning about things. So you need to love learning and be eager to learn new things.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
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<td>Working with a wide variety of people, communicating with them and talking to them about what you are doing.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
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<tr>
<td>Working within a team.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
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<tr>
<td>Managing your own time and organising activities involving others.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>Travelling to places around the UK for training.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>Because the buildings are historic, there are stairs which enable you to move from one level to another within the property.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>Understanding and carrying out instructions.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>Working in low light levels.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
</tr>
<tr>
<td>Understanding written material.</td>
<td><a href="mailto:julie.hawthorn@nationaltrust.org.uk">julie.hawthorn@nationaltrust.org.uk</a></td>
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If you feel you would be able to do these things and would like to find out more, you can apply to come on a Taster day. See www.passporttoyourfuture.org.uk or www.yourfutureyourhands.org.uk for more details.
**The Skills that you may choose to learn:-**

### Collections Management System (Collections Documentation Skills):-

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<th>Skill Description</th>
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| Understand UK and international professional standards in museum documentation. | • Learn how to record and document objects in museums.  
• Learn about the professional standards that you have to follow when documenting objects in museums.  
• Learn where to find further sources of information. |
| Understand the Regional Documentation Plan. | • Find out about the Regional Documentation Plan and how it is used in Museum Accreditation (you can ask for help on this one if you want).  
• Learn how to identify and tackle backlogs and incomplete records.  
• Find out how to agree a plan and programme of work on collections records.  
• Understand how to record your progress against the plan. |
| Understand and use CMS at a Property. | • Learn how to use the National Trust’s database, the Collections Management System (CMS) at a specific Property or Properties.  
• Find out how to search CMS to extract information about collection items, to undertake research and to answer enquiries. |
| Understand and be able to use the Collections Management System (CMS) for documentation procedures. | • Learn how to use CMS to create new records for objects.  
• Find out how to use CMS to improve existing records to the standard required.  
• Find out how to use CMS for:  
  - object moves  
  - obtaining and disposing of objects  
  - loans in  
  - loans out  
  - exhibitions at properties  
  - condition reports  
  - theft and loss  
  - media |
| Be able to provide colleagues with support in the use of CMS. | • Learn to support others in their use of CMS. (This is a higher skill and is only relevant for trainees that complete level 4 CMS training). |
| Be able to help develop collections information for the web | • Learn how to find relevant data and images from CMS for putting on websites. |
| Be able to undertake digital inventory photography | • Learn how to take digital imaging photos. |
| Be able to undertake object marking. | • Find out how to mark objects. |
Collections Management Skills.

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<th>Come to understand the property.</th>
<th>• Become familiar with the buildings and collections you work with.</th>
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| Come to understand the collection at your property. | • Learn about the different uses of the objects in the collection at your property.  
• Come to understand the risks to these different objects.  
• Find out how to identify the different types of materials. |
| Understand how to be safe when working in historic houses. | • Find out about the principle health and safety risks associated with your role and understand how to use and create a risk assessment.  
• Learn how to be safe in your job and understand what techniques and equipment is there to help you. |
| Understand conservation | • What is conservation? |
| Be able to handle objects | • Learn how to assess the condition of objects before handling.  
• Learn what tools and techniques to use when handling different objects. |
| Be able to document the collection. | • Become familiar with all the filing and information storage systems in the property.  
• Learn how to complete all the relevant documents in the House Manual.  
• Find out about all the systems that are used in your house, to care for the collections and the property.  
• Become familiar with CMS the property’s inventory system and find out how to access information when you need it.  
• Find out about the purpose and procedures for inventory marking. |
| Be able to carry out research | • Become familiar with the resources that are available to research the property and the collection.  
• Learn how to properly reference any research material that you produce and make sure that you have gained permission to use any copyright material where relevant. |
Core skills:

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| **Understand how to be safe when working in historic houses.** | • Find out about the principle health and safety risks associated with your role and understand how to use and create a risk assessment.  
• Learn how to be safe in your job and understand what techniques and equipment is there to help you. |
| **Be able to plan and organise own work** | • Learn how to plan day to day work  
• Maintain Skills Passport and record progress |
| **Be able to share information with others** | • Working with a wide variety of people, showing and talking to them about what you are doing. |

For any more information, see [www.yourfutureyourhands.org.uk](http://www.yourfutureyourhands.org.uk)