

Manchester Museum Work Experience: Example timetable for a placement week

Day	Time	Activity
Monday 10-3pm	10-12pm	Welcome to the Museum! A welcome to our workplace experience cohort - a chance to meet key team members and each other. Building Induction, including basic health and safety, building access, fire evacuation and orientation
	12-1pm	Lunch
	1-2pm	A guided tour around the museum and introduction to the galleries by a member of the visitor team
	2-3pm	Meet the teams: a chance to meet members of our Learning and Engagement, Conservation, Curatorial, Commercial and Events teams to find out what they do
Tuesday 9:30-3pm	9:30am	Arrive
	9:45-10am	Visitor team briefing: Join the team for their daily briefing meeting
	10-11:15am	Visitor team shadowing: you'll spend some time on the galleries / front desk / ticketing
	11:15-11:45am	Highlights tour: find out about what our Highlights Tours involve as you join our visitors for a daily Highlights Tour, led by a member of the visitor team.
	11:45-1pm	Lunch
	1-3pm	Project Introduction & Objective Setting: Led by the Visitor Team and Learning Team colleagues, we'll start the afternoon with an introduction to your project task. In pairs, you'll be carrying out some research to create your own contribution to a Highlights Tour on Friday. You'll work with someone who has also selected the same theme as you, to produce up to 2 minutes of content. Together we will support you to select, research and prepare for up to 2 minutes of content. We will also support you to set out some key objectives you are hoping to achieve throughout the week.
Wednesday 9:30-3pm	9:30am	Arrive
	9:45-10am	Visitor team briefing: Join the team for their daily briefing meeting
	10-12pm	Visitor team shadowing: you'll spend some time on the galleries / front desk / ticketing
	12-1pm	Lunch
	1-2pm	Meet the expert / curator: you and your partner will have a chance to meet a member of our curatorial team to support you in your project task.
	2-3pm	Time to work on your project task with your partner, and access to a visitor team mentor for additional support and guidance.
Thursday 9:30-3pm	9:30am	Arrive
	9:45-10am	Visitor team briefing: Join the team for their daily briefing meeting
	10-11am	Visitor team shadowing: you'll spend some time on the galleries / front desk / ticketing
	11-12pm	Time to work on your project task with your partner
	12-1pm	Lunch
	1-2.30pm	A chance to sit in on one of our educational workshops / Time with our volunteer team to find out more about object handling (TBC)
	2.30-3pm	Time to work on your project task with your partner
Friday 9:30-2:30pm	9:30am	Arrive
	9:45-10am	Visitor team briefing: Join the team for their daily briefing meeting
	10-11:15am	Time to put the finishing touches to your project task
	11:15-11:45am	Work Experience special edition of Highlights Tour: Led by a member of the visitor team, our work experience placement students will feature in our daily Highlights Tour, sharing fascinating insights into their chosen themes.
	11:45-12pm	Debrief and check in on how everyone felt it went!
	12-1pm	Lunch
	1-2.30pm	Feedback, time to revisit objectives and then celebration time with refreshments!