

# Heritage Careers Guide 2019-2020



*In association with*

**BEFS**

BUILT ENVIRONMENT  
FORUM SCOTLAND

The  
Heritage  
Alliance

## Welcome to the first edition of the heritage careers guide produced in association with the Built Environment Forum Scotland and The Heritage Alliance.

*Based on many years of supporting students to get into the sector, as well as working with sector organisations themselves, we have signposted a range of resources and places to look for job opportunities. It can also be used to get a sense of the skills, aptitudes and knowledge which is being looked for in different roles and at different organisations. It is not exhaustive, but can hopefully act as a starting point.*

*Heritage job ads appear in a range of locations, but often in sector-specific or subject specialist newsletters, and increasingly on dedicated sites. Given the costs of advertising via traditional print media, fewer adverts are seen in newspapers any more. Exceptions tend to be very senior roles, or where the job (most often the pay or hours associated with it) is likely to dictate that highly localised staff are being looked for. Local papers will most often see a small crop of ads at particular times of the year, often around the start of the main visitor season.*

*It is worth stressing that networking is a really helpful when searching for a job – and soft skills are an essential asset to develop: employers are looking for staff to communicate effectively and enthuse about heritage to the*

*public. Sector organisations and individual Universities are beginning to offer careers networking days that include heritage and museums, so it is worth keeping an eye out for these.*

*The heritage sector provides an incredibly wide range of career opportunities due to the breadth of the subject itself. Getting a foot on the career ladder can be challenging though, and many people wanting to get into the sector will benefit from spend time volunteering and gaining practical experience at historic sites, on community or research projects, or working with NGOs as interns before achieving that first salaried role.*

*However, fear not - the breadth and dynamism of the sector means that new opportunities arise all the time, and we are seeing ever more use of heritage as a resource for entrepreneurial projects and ideas outside the traditional heritage sector. You should therefore think creatively about career opportunities – be it retail, tourism, hospitality, gaming technology, publishing or fashion amongst many others – all of these use aspects of heritage or the historic environment as an inspiration for products, designs and services. Good luck with your application and future career!*

*Ian Baxter  
Heriot-Watt University  
[@ibheritage](https://twitter.com/ibheritage) / [i.baxter@hw.ac.uk](mailto:i.baxter@hw.ac.uk)  
Recommendations for future editions of the guide are welcome.*

## **Current awareness for sector-specific news, events and latest jobs.**

The two national ‘umbrella’ bodies for the heritage NGO sector in both England and Scotland produce fortnightly bulletins which have all the latest sector news, policy updates, events and also job listings. Essential reading for keeping up to date with what is going on and for background information to use at interviews!

### **Heritage Update**

<https://www.theheritagealliance.org.uk/>

Newsletter sign-up with news / events / jobs every fortnight.

### **BEFS Bulletin**

<https://www.befs.org.uk/>

Newsletter sign-up with news / events / jobs every fortnight.

## **Commercial job listings & Newspapers**

There are a small number of commercial job sites which have a focus on heritage sector posts. The Guardian Newspaper is also flagged, as it has a long pedigree of culture-related stories and dedicated cultural sector jobs coverage.

## **The Guardian newspaper**

<http://jobs.guardian.co.uk/jobs/charities/arts-and-culture/uk/>

National newspaper with prominent coverage of culture has traditionally featured jobs in the heritage sector.

## **Attractions Management**

<http://www.attractionsmanagement.com/>

Industry portal focused on the global visitor attractions sector. Magazine and jobs postings.

## **Arts Job Finder**

<https://www.artsprofessional.co.uk/jobs>

Arts and culture jobs (mainly arts focused).

## **CharityJob**

<https://www.charityjob.co.uk/jobs/arts-culture-heritage>

Charity, NGO & social enterprise focused recruitment.

## **Goodmoves**

<https://goodmoves.com/>

Charity and voluntary sector jobs.

## **Artsjobsonline**

<https://www.artsjobsonline.com/>

Arts, culture and heritage jobs site.

## **Blooloop**

<https://blooloop.com/>

Global attractions news, with relevant museums jobs.

## **Sector or location-specific organisations & networks**

A range of networks exist in the sector, focusing on particular interests, skills, types of organisations or which have a geographic focus.

## **Heritage Update jobs site**

<https://www.theheritagealliance.org.uk/update/jobs/>

Jobs listing adverts from the fortnightly Heritage Update bulletin.

## **Leicester University Museum JobsDesk**

<http://www2.le.ac.uk/departments/museumstudies/JobsDesk>

Extensive vacancy listing collated by Leicester University's Department of Museum Studies.

## **NMDC (National Museum Directors Conference)**

<http://www.nationalmuseums.org.uk/jobs/>

Jobs across the UK's national and major regional museums, libraries and archives.

## **BAJR (British Archaeological Jobs Resource)**

<http://www.bajr.org/Employment/>

Portal to employment, training and industry news, developed by David Connolly over many years.

## **CIfA Jobs bulletin (Chartered Institute for Archaeologists)**

<http://www.archaeologists.net/jis>

The Chartered Institute for Archaeologists produces a weekly jobs bulletin (membership is required for the full bulletin; online ads are open access).

## **IHBC Jobs etc (Institute for Historic Building Conservation)**

<http://ihbconline.co.uk/jobsetc/>

The Institute for Historic Building Conservation jobs website (sign up for vacancy notifications by email).

## **Museums Association**

<http://www.museumsassociation.org/careers/find-a-job>

Museums-focused jobs listing.

## **Historic Houses**

<https://www.historichouses.org/about/about-us/jobs.html>

Private historic houses jobs and opportunities.

## **Creative Edinburgh**

<https://www.creative-edinburgh.com/jobs>

Creative and cultural sector jobs with geographic focus - Edinburgh/Scotland.

## **ICON – Institute of Conservation**

<https://icon.org.uk/about-us/conservation-jobs>

Conservation jobs (ICON membership required to access).

## **AIM – Association for Independent Museums**

<https://www.aim-museums.co.uk/>

AIM lists museum job vacancies on its website and also details of Trustee/Board vacancies.

## **GEM – Group for Education in Museums**

<https://gem.org.uk/jobs/>

Education, interpretation and outreach focused jobs.

## **Arts Council – ArtsJobs**

<http://www.artsjobs.org.uk/artsjobshome/>

Lists adverts for a range of job opportunities within the art and culture sector; also arts sector news.

## **Creative Scotland – Opportunities**

<https://opportunities.creativescotland.com/>

National arts body for Scotland – listing opportunities across the creative sector.

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## **Large scale heritage organisations**

A range of the larger heritage organisations, which operate multiple historic sites or large museum venues.

## **National Lottery Heritage Fund**

<https://www.heritagefund.org.uk/about/jobs>

Formerly the Heritage Lottery Fund, gives grants to projects.

## **National Trust**

<http://www.ntjobs.org.uk/>

Largescale charity looking after historic sites and landscapes in England, Wales & NI.

## **National Trust for Scotland**

<https://www.nts.org.uk/charity/Vacancies/>

Charity looking after historic sites and landscapes in Scotland.

## **English Heritage**

<http://www.english-heritage.org.uk/about/jobs/>

Charity looking after national portfolio of historic sites in England.

## **Historic Environment Scotland**

<https://www.historicenvironment.scot/about-us/work-with-us/>

National heritage advisory body for Scotland, runs national portfolio of Historic Scotland sites.

## **Historic England**

<https://historicengland.org.uk/about/jobs/>

National heritage advisory body for England.

## **Cadw**

<https://cadw.gov.wales/>

National heritage body for Wales, runs portfolio of sites.

## **Historic Royal Palaces**

<https://www.hrp.org.uk/about-us/work-for-us/>

Looks after various unoccupied Royal Palaces and buildings, mainly in London.

## **British Museum**

[https://www.britishmuseum.org/about\\_us/jobs.aspx](https://www.britishmuseum.org/about_us/jobs.aspx)

National museum jobs.

## **Victoria & Albert Museum**

<https://www.vam.ac.uk/vacancies>

National museum jobs.

## **Royal Collection Trust**

<https://www.rct.uk/>

Part of the Royal Household, the Collection looks after the historic collections

## **Royal Parks**

<https://www.royalparks.org.uk/get-involved/careers>

Royal Parks in London jobs.

### **National Museum Wales**

<https://museum.wales/jobs/>

National museum jobs.

### **National Museums of Scotland**

<https://www.nms.ac.uk/about-us/jobs-and-volunteering/job-vacancies/>

National museum jobs.

### **National Galleries of Scotland**

<https://www.nationalgalleries.org/jobs>

National Galleries jobs.

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## **Academic opportunities**

Individual Universities and Research Institutions advertise on their own websites, but most will also list their jobs on the main two academic jobs portals.

### **Jobs.ac.uk**

<http://www.jobs.ac.uk>

Main UK academic jobs site for teaching & research positions, funded PhDs etc. Broad global coverage also.

## **THE (Times Higher Education) unijobs**

<https://www.timeshighereducation.com/unijobs/>

Research and teaching posts within Universities worldwide.

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## **Career development resources**

Various organisations within the sector and more widely in the careers field provide useful resources for thinking about career development, as well as specific skills required for specialised roles.

### **Prospects**

<https://www.prospects.ac.uk/>

Careers guidance from the Higher Education Careers Services Unit.

### **Creative & Cultural Skills**

<https://ccskills.org.uk/>

Careers and skills development for young people.

### **Oxford University Careers Service**

<http://www.careers.ox.ac.uk/arts-heritage/>

Sector-specific information.

## NHTG - National Heritage Training Group

<https://www.the-nhtg.org.uk/resources/heritage-directory/careers-in-heritage/>

NHTG co-ordinates the development and delivery of traditional building crafts training and qualifications in the heritage sector of the UK.

## BAJR (British Archaeological Jobs & Resources) first job guide

<http://www.bajr.org/Employment/getajob.asp>

Useful information on thinking about CV, skills and developing experience in archaeology.

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## Other opportunities

Central Government lists opportunities such as Board and Committee memberships across public bodies. These include historic environment and cultural institutions, as well as others which may have heritage-related responsibilities.

## Public Appointments

England <https://publicappointments.cabinetoffice.gov.uk/>

Scotland <http://www.appointed-for-scotland.org/>

Wales <https://gov.wales/public-appointments>

Appointments to public bodies (often Board level), overseen by Government. Senior level experience is usually required for these roles.

## Civil Service

<https://www.civil-service-careers.gov.uk/>

Central Civil Service portal. Many Government departments' activity affects the heritage sector, and have roles which are related to it.



Built Environment Forum Scotland (BEFS) is an umbrella body for organisations working in the built environment in Scotland.



The Heritage Alliance unites over 100 independent heritage organisations in England as a powerful, effective and independent advocate for heritage.

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*Compiled by Ian Baxter (Heriot-Watt University) as an educational resource in association with the Built Environment Forum Scotland & The Heritage Alliance. Inclusion in the guide does not indicate specific endorsement of any particular employer or service. Errors and omissions excepted. Cover image: Dun Carloway, Isle of Lewis © Ian Baxter*