

CITY DISCOVERY CENTRE



Milton Keynes

Learning from our new city and our rich heritage

Milton Keynes City Discovery Centre

We are a charity all about discovering the history of Milton Keynes, of the new town, but also what was here before as we work at the site of Bradwell Abbey, a historic site with medieval buildings, right at the heart of our modern city of MK.

You will find out more about what our shared heritage living in Milton Keynes. We are a friendly team working with MK College and the Arts and Heritage Alliance MK, looking to welcome a trainee to work with us as an admin assistant/archive assistant/ landscaping assistant - and to learn what it is like to work in a heritage organisation.

This special place not only holds the records of the new town of Milton Keynes, but we also have live events recreating its history. This is a place where one day you will see Boudicca charging through the grounds, and on another to be serenaded by a medieval princess.

We are looking for several trainees:

Role title: Trainee Administration Assistant

Purpose of the role: to assist with booking administration and general office administration

You would be helping with booking administration for visitors and schools, and learning about general administration, supporting our different areas of work. You would be assisting with our many public events.

Some of the things you will do in this role are:

- Helping with bookings for events and carrying out tasks in the office
- Greeting people with a big smile, both in person and on the telephone, and making sure they have an excellent experience when they are at the Centre
- Typing, filing, organizing
- Helping people in other departments to complete their work
- Helping to organize and run events

Key qualities: we will help you develop your communication skills. We are looking for someone with:

- A Friendly, enthusiastic and can-do manner
- Experience of word packages would be helpful

Role Title: Trainee Archive Assistant

Purpose of the role: to assist with the basic administration of our archive and education programme.

We hold the records of the history of Milton Keynes, including the plans to build Milton Keynes. You will learn about the administration of our archive and our education programme, and learn basic cataloguing of archive and reference library material.

Some of the things you will do in this role are:

- Listing and basic cataloguing of archive and reference library material.
- Answering basic enquiries
- Helping with basic archive and educational queries
- Carrying out reprographics orders.

Key qualities: we will help you develop your communication skills. We are looking for someone who has a:

- Friendly, enthusiastic and can-do manner
- Experience of word packages would be helpful
- Enjoys paying attention to details
- Has an enthusiasm for history

You will be supported by the MKDC Director and the Archivist for Centre

Role title: Trainee Landscaping Assistant

Purpose of the role:

- to assist with general outdoor landscaping and gardening duties

You need to be happy to work outdoors and in all weathers! And this is of course physical work.

This is a great opportunity to learn about:

- gardening and growing fruit and vegetables.
- landscaping and outdoor maintenance
- woodland management and traditional techniques

Key qualities: we will help you develop your communication skills, and interest in outdoor work.