

INTERNATIONAL TRAINING PROGRAMME

ITP Annual Programme

GUIDELINES

Guidelines for completing an application form for the ITP
Annual Programme

ITP ANNUAL PROGRAMME

Guidelines for applying for the International Training Programme (ITP)

The International Training Programme works to develop a sustainable global network of inspired museum and heritage professionals, through sharing knowledge, skills and experiences.

The International Training Programme (ITP) confirms the British Museum's commitment to working across London, the UK and abroad.

In London, the Museum's staff and collection are made available to provide a platform for demonstrating best museum practice.

Across the UK, partner museums allow fellows to experience regional organisations with strong community programmes for local audiences, and often with stronger relevance to the fellows' own museums and audiences.

Around the world, the Museum aims to provide a forum for museum professionals from diverse institutions and backgrounds to exchange ideas and share skills which will help shape the museums of the future.

The participants

Our criteria for participants is as follows:-

- the ITP welcomes participants from a wide range of roles, from curators and conservators to managers and educators.
- participants need to have good spoken and written English.
- participants should be dedicated to a career in the heritage sector.
- participants are either in the early and middle stages of their careers, or in positions of influence and able to use their training to develop colleagues back home.
- they should have a clearly defined plan of how they should use their ITP experience to further develop their own skills and their role in their institutions and to support the development of their colleagues.
- participants need to have a desire to work internationally and to learn about culture and heritage around the world through interaction with a diverse group of colleagues.
- finally, participants should be committed to creating a long-term relationship with the British Museum and the ITP network – in the UK and globally – to ensure the longevity of the programme.

Dates

The annual programme is at the core of the International Training Programme. Here, fellows are introduced to a global network of colleagues and exposed to a variety of museum practices.

The programme usually takes place each summer, through July and August.

Duration

The ITP lasts for six weeks. Please be sure that you are able to attend for the entire duration of the programme. The programme is externally funded so there it is important, for our supporters, that you complete the entire six-weeks.

Who should apply?

The ITP welcomes a wide range of roles, from curators and conservators to managers and educators.

Applicants should either be in the early and middle stages of their careers, or in positions of influence and able to use their training to develop colleagues back home.

All applicants should be passionate about international collaboration.

Applicants come primarily from institutions in countries who identify themselves as needing additional support in building their museum sectors.

English language levels

All sessions on the International Training Programme are delivered in English – including the course programme, coursebook and resources.

A good level of English language – both spoken and written – is essential for full participation in the programme. English will also be the common language between participants who will come from across the world.

Application form

Please read these guidelines carefully before completing your application to ensure you can fully answer all the questions. The more information you can supply the easier it is for us to assess your application and judge your suitability for the International Training Programme.

Present job description

Please tell us about yourself, your day-to-day work and your institution. What are your key responsibilities? What is your position within your organisation?

If you are a consultant or freelance museum professional, please tell us about your skills and experiences referencing the places you have worked.

Museum interests

Why are you interested in attending the International Training Programme? Why is the British Museum's ITP, **specifically**, the course for you?

Please make sure you have read about the British Museum and the International Training Programme through our links below. It is important that your answers to this question consider the mission of the ITP and its aims and objectives.

British Museum: <https://www.britishmuseum.org/>

ITP: <https://www.britishmuseum.org/our-work/international/international-training-programme>

ITP website: <https://bmitpglobalnetwork.org/>

Research interests and current projects

During the ITP there will be the opportunity to work with curators, collections and museum specialists based on your role profile and current projects and programmes. Please provide

details of your research interests and any projects or programmes you are working on. This could include the following:

A particular collection that you would like to work with that supports your research.

A fieldwork or excavation project.

A publication.

A temporary exhibition.

A learning programme.

A permanent gallery redisplay.

Please note that the International Training Programme is not a research programme. While we will give you time with our curators, collections, libraries and archives, that is not the focus of the ITP. If your main interest is research, we suggest you apply for a separate research visit.

Goals

What do you hope to achieve from attending the International Training Programme? How will it support your professional and personal development? When answering this question consider all aspects of the programme – the time at the British Museum and at our UK and programme partner museums.

Your home institution

What does your institution want you to gain from attending the International Training Programme? How will you share your ITP experience with your colleagues? How will you be able to support the work of your institution through attending the International Training Programme.

If you are accepted for a place on the ITP, you **MUST** ensure that you have the permission and support of your institution, your direct line manager and any governing body (ministry; cultural board) to attend the programme.

Working internationally

Through the ITP, the British Museum is committed to building a global network of colleagues crossing geographical and cultural boundaries and providing a place for mutual learning, discussion and collaboration.

It is essential that you demonstrate your desire to – and any experience of – working internationally and continued networking. The British Museum, through the ITP, aims to support and sustain you and your institution into the future so evidence of global networking – in theory and in practice – will be useful to your application.

Any further information

Please use this section to include any further information – not already covered in the previous sections - to support your application.

You should think about your expectations and aspirations for the Programme, but also for your museum and heritage sector.

CV

As part of your application, please also provide a 2-page CV.

Important information

Before you apply, please read the information below so you are fully aware of our terms and conditions:

The British Museum will arrange and pay all costs relating to participant training, including airfare, other travel within the UK, accommodation, subsistence and travel/personal insurance.

Where possible, the Museum will pay for the costs it has agreed to cover directly. Where the Museum is not able to cover these costs directly, you must retain receipts for your expenditures in order to be reimbursed by the Museum.

You must arrange or ensure that your employer arranges for your lawful entry into the UK to take part in the training programme. A formal letter of invitation and ITP agreement will be supplied and should facilitate the procurement of a valid visa – if required. The British Museum will refund the cost of your visa but only on production of a receipt.

You must be available to attend the entire duration of the programme. This includes events and sessions that continue beyond their scheduled finish time, weekday events or sessions taking place outside of working hours (8.45am – 5pm) and weekend events and sessions.

You must have the permission of your employer to take part in the programme and be able to provide a letter from your manager/institution confirming your attendance.

You must stay in the temporary accommodation arranged for you within your allocated group. It will not be possible for you to bring external parties (family members, friends, etc.) to stay with you in your temporary accommodation. It will also not be possible for you to stay elsewhere for the duration of the programme.

You must complete two evaluations forms at the end the Annual Programme, for both the British Museum and the UK Partnership Venue experience.

You must complete a written report, in English, on your experience of your time at the British Museum and the UK Partnership Venue within 4 weeks of your return home.