

CCSCH57 SQA Unit Code H8YD 04

Contribute to the build of exhibitions and displays in a cultural heritage organisation



Overview

This unit is about preparing and undertaking the build of exhibitions and displays in cultural heritage venues according to the design and project plan. This support work for exhibitions may be undertaken by operations, visitor services, project or curatorial staff and includes, for example, positioning items and information within an exhibition so that their conservation needs and the requirements of users are met and labelling items to assist interpretation and increase interest and enthusiasm. It does not cover work that would need to be completed by a specialist mechanic, electrician or builder.

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Performance criteria

- You must be able to:*
- P1 obtain and assess information on the needs of visitors to the exhibition or display
 - P2 identify and fill gaps in the information obtained
 - P3 develop a detailed design brief
 - P4 assess the response of the selected designers to the design brief and work with the designers to make amendments to meet the exhibition objectives and visitor needs
 - P5 assess the feasibility of the proposed exhibition design in meeting the physical access needs of the specified audiences and review it with the appropriate people
 - P6 record recommendations clearly in an appropriate format
 - P7 identify the requirements of the exhibition and confirm with relevant people
 - P8 identify and obtain the resources that are necessary to prepare the site
 - P9 allocate work objectives
 - P10 prepare the site according to the specified requirements
 - P11 take prompt corrective action in the event of delays or other contingencies
 - P12 record information relating to the preparation of the site accurately and pass it to the appropriate people
 - P13 check the items are available and all authorisations have been obtained
 - P14 handle items according to guidelines and procedures
 - P15 position items to assist interpretation in line with the design of the exhibition
 - P16 position items and information to meet the requirements of users
 - P17 position items to take account of their conservation needs and any likely changes in circumstances
 - P18 link identification marks and labels securely and appropriately to the items
 - P19 record the location of the items clearly and accurately in the appropriate documentation system

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Knowledge and understanding

You need to know and understand:

- K1 how to collect information on visitors of exhibitions
- K2 how to consult with different types of visitors about the exhibition
- K3 the factors that determine how accessible an exhibition is
- K4 how to record recommendations for further attention and work
- K5 the potential problems encountered by visitors with mobility, hearing or sight impairment
- K6 the different strategies available to maximise access to the exhibition for visitors with special needs
- K7 why it is important that access considerations are included in the design
- K8 the types of resources that are needed for the preparation of the exhibition, the resource constraints and timescales
- K9 how to record information on the preparation of the sites, and who should be informed
- K10 the health and safety regulations and procedures that should be met
- K11 the authorisation that is needed to position items and information
- K12 where to access handling guidelines and procedures
- K13 the conservation needs of the specific items being positioned
- K14 the factors that assist interpretation and increase interest and enthusiasm
- K15 what action is possible in the event of different contingencies
- K16 the likely changes in circumstances relating to the exhibition, items and information
- K17 how to secure identification marks and labels to items
- K18 how and where to record the location of items
- K19 what the security implications of the process are

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