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.
CCSCH57 SQA Unit Code H8YD 04
Contribute to the build of exhibitions and displays in a cultural heritage organisation

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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<tr>
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</tr>
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<td>December 2011</td>
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