**Volunteer Role Description**

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| Role Title | Supporting our Collections team  |
| Organisation and who benefits | These roles support the Curator and the Displays Manager. |
| Purpose | These roles support the Curator and the Displays Manager in preparing, sorting and taking inventory of our collections. They also use our digital Collections Management System (Modes) to keep the records of what we hold and where it’s kept.  |
| Benefits to the Volunteer | * Experience of managing the collections of a small museum, using a modern digital management system.
* During 2024 a considerable amount of conservation work will also be in hand.
* You will also be making an input to our marketing effort, by providing attractive displays for the visitor to enjoy.
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| Main Tasks | * As requested by the Curator and Displays Manager, identify and locate items for display.
* Help them keep the museum store in order.
* (For some) use Modes to enter details of objects in our collection as we work to recover the ‘backlog’ of objects held in the museum but not recorded on the new system.
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| Skills / Experience | * Familiarity with computer based records apps, such as Excel or Access, will be important for those getting involved with Modes.
* An eye for good layout and design will be helpful.
* Ability to lift moderately heavy objects will be an advantage.
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| When | Generally, during the working day, and largely in the museum. About one day (6 hours) a week will make a major contribution, but shorter commitments will also be very welcome. |
| Support Offered | You’ll be working with one of the curatorial team, closely until you have full confidence, later perhaps alone but still under their guidance. For those using Modes, full training backed up by operating procedures will be provided.  |