



Collections Volunteer Role Description

Role title	Collections volunteer
Organisation and who benefits	Royston & District Museum & Art Gallery sits at the heart of the Royston community and celebrates the wonderful stories of the town and its people.
Purpose	<p>Volunteers are vital to the running of the museum. Without volunteers we could not undertake all the activities that we do.</p> <p>This role contributes directly to one of the museum's six big aims: <i>to have a fully documented and maintained collection.</i></p>
Main tasks	<ul style="list-style-type: none">• To assist with making object inventories of all the store and gallery spaces within the museum.• To assist with recording detailed descriptions, measurements and simple condition reports of objects.• To assist with photographing objects.• To assist with inputting this information onto the museum collections database (optional).• Object handling and repackaging.
Skills, experience and qualities needed	<ul style="list-style-type: none">• An interest in, and general knowledge of, history.• A careful and methodical approach with an eye for detail and a commitment to accuracy and consistency in what you do.
When	We are looking for volunteers who can help out once or twice a week (Mon-Sat), ideally for a day between 10am and 4pm. This would be a regular commitment.
Where	This role is based at the museum.
Support offered	<p>All volunteers are given an induction and are introduced to the museum.</p> <p>For this role you will be shown how your task contributes to the museum's aim of having a <i>fully documented and maintained collection.</i></p> <p>You will be fully trained and supported in the inventory procedures.</p>

	<p>You will be given basic object handling and packaging training to give you confidence when dealing with museum collections. There will be the opportunity to undergo further training including how to use the museum's collections database.</p>
<p>What could volunteers get out of it</p>	<p>This role is an exciting opportunity to work with the museum's collections first hand. You will have the opportunity to work as part of a team as well as independently. You will gain an understanding of museum documentation systems and have a unique insight to the objects that we have both on display and in store. It is the perfect opportunity to get hands on with history as well as contributing to a vitally important role of the museum.</p>
<p>Other information</p>	<p>You will need to complete a simple application form for this role as well as supplying us with the names of 2 people who we can approach for references.</p> <p>You will have an informal interview with the Museum Curator.</p> <p>The team at Royston & District Museum & Art Gallery have regular social events for volunteers.</p>