



## Research Volunteer

### Role Description

Role title	Research 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 two of the museum's six big aims: <i>to be considered as one of the premier local history museums in the country and to be a thriving centre of learning.</i></p>
Main tasks	<ul style="list-style-type: none"><li>• To research internal and external requests fully.</li><li>• To collect together information relevant to each request from a variety of sources.</li><li>• To use initiative when trying to find out information.</li><li>• To regularly feedback to museum staff on progress.</li></ul>
Skills, experience and qualities needed	<ul style="list-style-type: none"><li>• Some experience of undertaking historical research is desirable.</li><li>• An interest in, and general knowledge of, history.</li><li>• A careful and methodical approach with an eye for detail and a commitment to accuracy and consistency in what you do.</li><li>• Good verbal and written communication skills.</li><li>• Computer literate.</li></ul>
When	We are looking for volunteers who can help out, ideally on Fridays. Due to the nature of this role being able to volunteer for over 2 hours at a time is essential. 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 research requests are taken and the resources we have at the museum.</p>

	<p>You will be fully supported in research procedures.</p> <p>You will be given basic object handling training to give you confidence when dealing with museum collections.</p> <p>There will be the opportunity to undergo further training including how to use the museum's collections database.</p>
What could volunteers get out of it	<p>This role is an exciting opportunity to work with the museum's reference library and collections. You will have the opportunity to work as part of a team as well as independently. You will gain or develop an understanding of local history and the research skills involved in deciphering it. It is the perfect opportunity to get hands on with history as well as contributing to a vitally important role of the museum.</p>
Other information	<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 &amp; District Museum &amp; Art Gallery have regular social events for volunteers.</p>