

Volunteer Role Profile: Local History Team



Purpose of Role

To support the Assistant Curator with helping people research their family or local history in the Local History Centre.

Anticipated Time Contribution

Flexible – anticipated to be around ½ day per week, with the possibility of more if requested.

Main Activities or Duties

Your duties may encompass only some, or several of these areas. These will be discussed with you.

- Supporting people researching family history on Ancestry.com and FindMyPast.com
- Directing people to resources either at the Local History Centre or elsewhere
- Photocopying or printing resources for people.

Qualities

- You won't necessarily have had any experience in this field, but a willingness to learn is required!
- This role would suit someone with a general knowledge of how to undertake family history research, but is not a pre-requisite.
- You will have good interpersonal skills and a friendly welcoming manner.

Training

- A general induction will be given by the Assistant Curator. The induction will include a brief introduction to the museum, museum policy and procedures, health and safety guidance, general responsibilities and terms and conditions as outlined in the induction checklist.
- Everyone will be given the opportunity to attend a session giving introduction to Collections Care
- Individual training needs will be identified and facilitated as required.
- There may be the opportunity to attend training sessions led by the South West Federation of Museums and Art Galleries or the Dorset Museums Association.

Benefits

- Meeting new people
- Learn new skills and develop existing ones
- Opportunity to work as part of the museum team
- Opportunity to contribute towards a major capital redevelopment
- Access to lots of tea and biscuits
- Learn more about Bridport and its history

Location

You will be primarily based at the Coach House in Gundry Lane.

Reporting to

The Assistant Curator is your line manager, but you can always ask for support from the Curator or Community Engagement Officer if they are not available.

Notes

Not every part of the museum stores has disabled access.

We would like each volunteer team to be able to contact each other to share ideas, concerns and information. Would you be happy for your email address to be shared with other members of the Collections Team?



If so, please provide your email address here:

