

Role Profile: Collections Volunteer



Purpose of Role

To support the Collections Manager and Curator with the care of and documentation of the Museum's Collections. Also to help identify in the first instance, and prepare items for display in the new Museum during the second half of the project.

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.

- Documentation relating to the collections, usually in specific areas.
- Photographing items in the collection
- Cleaning items
- Supporting the Collections Manager
- Identifying items that require further research
- Carrying out research into specific items or collections
- Writing short articles about individual items or collections
- Reconciling items with old paperwork.
- Identifying items for display, as according to identified interpretation themes
- Preparing items for display

You will also be required to keep a timesheet detailing the hours and tasks you have undertaken which relate directly to our HLF project. These must be given to the Assistant Curator at the end of each calendar month.

Qualities

- You won't necessarily have had any experience in this field, but a willingness to learn is required!
- This role would suit someone who is happy to work alone or with a very small team.
- It would suit someone who is very organised and methodical.

Training

- A general induction will be given by the Collections Manager. 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 Collections Manager is your line manager, but you can always ask for support from the Curator or Assistant Curator 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:

