

Volunteer Project - Collections Standards and Care Volunteer (Stevenage)

Role	Collections Standards and Care Volunteer (3 months)
Purpose	To offer volunteers a unique opportunity to play a key role while gaining experience working with a national museum collection of historic importance.
Responsible to	Collections Standards and Care Team.
Times/dates	Day tbc. 10-3pm
Location	Stevenage, Herts.
Tasks	Assisting the Collections Standards and Care team with basic documentation and conservation tasks including but not limited to: <ul style="list-style-type: none"> - Sewing padded hangers for uniforms - Transcribing conservation reports - Scanning collections information - Improving collection descriptions - Labelling and repacking of collections
Skills	(Essential) <ul style="list-style-type: none"> - Good general standard of English literacy and numeracy. - Be happy to work as a team member and have a willingness to learn. - Good manual dexterity and/or sewing skills - Willingness, interest and respect for working with museum collections (Desirable) <ul style="list-style-type: none"> - General ICT skills. - Interest in/or experience of museums or history. - General interest in British military history.
Support and Training	<ul style="list-style-type: none"> - In-house training will be provided that is specific to the role, which will include Site Induction; Health and Safety; Equality & Diversity; Object Handling and Packing; Basic pest management and conservation storage; and specific Computer Applications, as required. - Expenses: reasonable out of pocket lunch and travel expenses to and from place of work. - Volunteers' Handbook with helpful information. - Regular feedback meetings with designated supervisor.

Other key information	<ul style="list-style-type: none"> - Volunteers will work closely with the Collections Standards and Care Team who have varied specialisms. - Volunteers will be working with items of historical importance.
Benefits	<ul style="list-style-type: none"> - Become part of a friendly and dedicated team. - Gain practical knowledge of collections management within a UK national museum - Contribute to the long-term preservation of the nation's heritage
	<ul style="list-style-type: none"> - The opportunity is open to everyone aged 18 and over.

April 2023