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| Classic Boat Museum Volunteer Role Outline  Archivist Assistant |
| **Location**  You will be based at the Gallery in East Cowes. There may be times when we ask if you would like to go across to the boat shed to undertake specific tasks. |
| **Times, days and frequency we’d like you to be available**  This is a flexible role which you can carry out regularly by committing to a specific weekly session or you may wish to attend the museum less frequently. More sessions will be available if you can commit to them. This role can also be combined with additional roles we have on offer such as Front of House. We also hold volunteer coffee mornings, celebration events and training days. |
| **Line management**  Our volunteers are managed by the Chair/Deputy Chair. You will also have a key volunteer contact within your area who you can turn to for advice and support about your role. These ‘senior’ volunteers have been with us for a number of years and are a friendly face to help you within the day to day running of our museum. |
| **Purpose of role**  To support our museum archivists to catalogue the collection. |
| **Tasks involved in this role**  Support the archival team by undertaking tasks to catalogue specific items or groups of items within our collection.  Enter information in our collection management system. Write short descriptions of objects to be included within the database which may require some research into their origins and or use. Through our training, use your integrity and judgement when crediting the work of other researchers and collection curators. Undertake photography, with support and training, to enable each object to have a corresponding image entered into the database. Other roles may include: assisting with the digitisation of the collection and helping to build a handling collection. |
| **Skills and abilities**  You do not need to know about boats or yachting! An enthusiasm for heritage and history would be great but the most important part is that you are a methodical person and understand the process of cataloguing. This will require good digital skills or the ability to acquire them. If you do have any other specialist knowledge or skills that we might be able to use, then please do mention them to us. |
| **How we will support you**  We will offer training in research techniques and digital skills. You will find that our volunteers are a friendly and supportive group who are passionate about our museum and are integral to its success. Volunteers take an active role in decisions relating to how our museum is run and are able to get involved in exhibitions and events throughout the year. As a volunteer with us you will receive complementary tea and coffee whilst volunteering and you and your family will receive free entry to the museum.  We offer opportunities to take part in training and hold regular volunteer events to say thank you for supporting us. |
| **Further Information:**  If you are interested in this or any other role, please contact us to discuss on:  Telephone: 07738 990 160  Email: victoria@maritimeisle.org  We look forward to hearing from you. |