

Role: Documentation Volunteer

Department: Cultural and Community Services (Derbyshire County Council)

Main activity - Documenting objects in Buxton Museum and Art Gallery's collections. There is potential to work with any of the collections e.g archaeology, art, social history, geology.

Tasks might include:

- Creating and updating computer records
- Photographing objects
- Packing and storing objects
- Checking object locations in the museum store
- Marking objects with individual numbers
- Researching objects and assisting with interpretation
- Transcribing handwritten manuscripts

You will be supervised by the Derbyshire Museums Manager. You will have no supervisory responsibilities.

What could you get out of it?

- Experience of museum volunteering
- Experience of documenting museum objects and using the museum database (MODES)
- An understanding of objects and collections in the museum
- Possibility of experience of creating museum displays and interpretation
- Possibility of experience of handling, packing and marking objects

When?

1 to 4 days a month as suits you and as agreed with museum staff.

What we do for you

- An induction and full training and support for the role will be given
- Refreshments (tea and coffee) are provided

Is this for you?

We are looking for:

- A reliable person
- A friendly person who is able to interact with staff and other volunteers
- A person with good attention to detail
- An enthusiasm for the objects and themes represented in the museum
- A commitment to undergoing training
- A willingness to comply with the County Council's Data Protection, Health and Safety, Equality and Diversity and Environmental policies
- A written recommendation from two referees