



## Volunteer Role Description

### Collections Volunteer



#### Purpose of the Role:

As a Collections Volunteer you will be working with the team to document and care for the museum's unique and diverse collection. The museum looks after a collection of 80,000 objects and your role will include working with significant collections such as North Devon Pottery, Natural History, Shapland & Petter furniture and the Royal Devon Yeomanry.

As a Collections Volunteer your supervisor and main contact will be Samantha Bevan, Collection Officer.

#### Availability of Role:

Although the Collections Volunteer role is available throughout the year, we have currently reached capacity with this role and are unable to accept any more Collections Volunteers at this point in time. We hope to reopen this volunteering role in the near future, if you are interested in this role please contact the Collections Officer.

#### Main Activities:

- Cataloguing the collection and inputting data into the museum's collections database.
- Learning about and implementing the museum's policies and procedures on the care of collection.
- The re-organisation of the collections. This may include; sorting and re-boxing, conducting condition checks, and producing labels.
- Learn and use museum based skills including delicate object handling, object cleaning, moving and accessioning.
- Simple conservation and cleaning of objects, following museum procedures.
- Digitise the museum collection by scanning and photographing objects from the collection.
- Work with the Collections Officer on other curatorial tasks and projects when they arise.

### What the Museum offers:

- Hands on experience with an inspiring collection
- Insight into how the museum's collection is managed.
- A safe and welcoming environment
- Accredited museum standard training in collection care
- Behind the scenes access to the collections and tour of the museum
- Calendar of social events and outings
- Professional training and reference for your CV (three months minimum)
- An opportunity to make friends and benefit your community
- Tea and cake!

### What you can offer us:

- An enthusiasm and passion for the collections of North Devon
- Reliability
- A willingness to undertake training and follow guidelines
- Ability to work alone or as part of a close knit team
- Methodical working with an attention to detail
- A knowledge or willingness to learn basic computer skills

### Time commitment of role:

The Collections Volunteer role requires a commitment of 3.5 hours weekly either in the morning or afternoon. As the role is very popular and involves professional training we request a minimum commitment of six months.

All roles at the museum include a trial period of 25 hours to ensure the role is right for you and the museum team.

### Next Steps:

If you would like to become part of the collections team please fill out a volunteer enquiry form here [www.barnstaplemuseum.org.uk/getting-involved/](http://www.barnstaplemuseum.org.uk/getting-involved/)

Alternatively if you have any questions about the role or volunteering at the museum please contact us on [museum@northdevon.gov.uk](mailto:museum@northdevon.gov.uk) or 01271 346747.