

Archive Volunteer

Role	Archive Volunteer
Purpose	<ul style="list-style-type: none"> To assist the Archives, Library and Information team with collections management projects, including listing of archive and library material, repackaging, auditing and digitisation.
Responsible to	Head of Archives, Library and Information
Times / Dates	Monday, 10am to 4pm
Location	National Army Museum, Stevenage
Tasks	<ul style="list-style-type: none"> Listing collections under the guidance of the archivists and librarian Repackaging and preservation tasks to recognised archival standards Audit and stocktaking tasks
Skills	<p><u>Essential</u></p> <ul style="list-style-type: none"> Good standard of written and spoken English. Ability to work independently and as part of a team. Methodical approach and very good attention to detail. Excellent interpersonal and communication skills. Good ICT skills (word-processing, database and spreadsheet applications). Must be able to lift up to 6kg. <p><u>Desirable</u></p> <ul style="list-style-type: none"> A basic understanding of the role of a research service within a museum. Interest in British military history.
Support and Training	<ul style="list-style-type: none"> Full in-house training will be provided, including site induction, Health & Safety, Equality & Diversity, task specific training, and training in computer applications as required.

	<ul style="list-style-type: none"> • Basic introduction to archives, libraries and collections management skills relevant to the tasks. • Volunteers' Handbook and regular feedback meetings.
Benefits	<ul style="list-style-type: none"> • Opportunity to develop practical knowledge and skills in aspects of archives and libraries. • Working as part of a friendly and dedicated team. • Contributing to the long-term preservation of the nation's heritage. • Expenses: reasonable out of pocket travel expenses to and from Stevenage, and reimbursement for a sandwich lunch.
Interested?	<p>This opportunity is open to anyone aged 18 and over.</p> <p>In particular we would like to hear from people interested in pursuing a career in archives and records management, or a related discipline.</p>
To Apply	<p>Please visit our website, and complete and submit a Volunteer Application Form</p> <p>https://www.nam.ac.uk/volunteer</p>