

Volunteer Project 86, Collection Archives Volunteer

Role	Collection Archives Volunteer
Purpose	<ul style="list-style-type: none"> To assist the Archivist with projects to provide access to NAM's archive collections.
Responsible to	Archivist
Times / Dates	One day a week, 10am – 4pm for 3 months. One placement available on a Wednesday.
Location	National Army Museum, Chelsea, London
Tasks	<ul style="list-style-type: none"> Box listing and repackaging of archive material. Creating detailed summaries for oral history interviews. Digitisation of archive material and related description work. Inputting data into the Collections Management System database. Audit and stocktaking tasks. Assisting in the archive store, including locating and retrieval of archive material.
Skills	<p>Would suit someone who:</p> <ul style="list-style-type: none"> has a good standard of written and spoken English. is able to work independently and as part of a team. is methodical with very good attention to detail. has excellent interpersonal and communication skills. has good ICT skills (word-processing, database and spreadsheet applications). is able to lift up to 6kg and perform tasks handling fragile material. has an interest in a career in archives. has a basic understanding of the importance of record keeping and archives, and the work of a museum. has an 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, training in computer applications as required; and basic introduction to archive skills relevant to the tasks. • Expenses: reasonable out of pocket travel expenses to and from the Museum, and reimbursement for a sandwich lunch. • 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 digitisation. • Working as part of a friendly and dedicated team. • Contributing to the long-term preservation of the nation's heritage.
Interested?	<p>This opportunity is open to anyone aged 18 and over.</p> <p>To Apply: https://www.nam.ac.uk/volunteer</p> <p>Closing Date: Friday 3rd May 2019, 12pm (Noon).</p> <p>Informal Interviews: Tuesday 14th May 2019.</p>