

**Volunteer Project 94 - Collections Audit Volunteer  
 (Stevenage)**

<b>Role</b>	Collections Audit Volunteer (Stevenage)
<b>Purpose</b>	<p>To work closely with the Collections Standards and Care Department on various documentation projects to audit objects in store and research and resolve numbering and location issues.</p> <p>To offer volunteers aspiring to a career in museum a unique opportunity to gain experience working with a national museum collection of historic importance.</p>
<b>Responsible to</b>	Lucy Scott – P/T Documentation Manager (Stev)
<b>Times/Dates</b>	One day a week, Tuesday (0900hrs to 1500hrs)
<b>Location</b>	National Army Museum, Stevenage.
<b>Tasks</b>	<ul style="list-style-type: none"> <li>&gt; To work with the Documentation Manager on a variety of tasks in store updating locations and resolving numbering anomalies.</li> <li>&gt; To use museum resources to enhance database records.</li> <li>&gt; To use the museum CMS and other resources to research former records and locations for objects and to use the information to resolve issues.</li> </ul>
<b>Skills</b>	<p>Would suit someone with:</p> <ul style="list-style-type: none"> <li>&gt; Ambitions to pursue a career within museums.</li> <li>&gt; Excellent communication and interpersonal skills.</li> <li>&gt; Good decision-making skills.</li> <li>&gt; Good time management skills.</li> <li>&gt; The ability to work on own initiative and as part of a team.</li> </ul>

<b>Support and Training</b>	<ul style="list-style-type: none"> <li>&gt; Full in-house training will be provided that is specific to the role, which will include Site Induction and Health &amp; Safety.</li> <li>&gt; Expenses: reasonable out of pocket lunch and travel expenses to and from place of work.</li> <li>&gt; Volunteers' Handbook with helpful information.</li> <li>&gt; Regular feedback meetings with designated supervisor.</li> </ul>
<b>Other key information</b>	>Volunteers will on occasion work with other staff members and volunteers on this or related projects.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>&gt;Becoming part of a friendly and dedicated team.</li> <li>&gt;Gain practical knowledge of UK Museums and institutions.</li> </ul>
<b>Interested?</b>	>The opportunity is open to everyone aged 18 and over.
<b>For an Application Form</b>	<a href="https://www.nam.ac.uk/volunteer">https://www.nam.ac.uk/volunteer</a>
<b>Closing Date:</b>	<b>12pm (Noon), Thursday 10<sup>th</sup> October 2019</b>