

**Volunteer Project 82, Collections Development and Review Volunteer**

<b>Role</b>	Collections Development and Review Volunteer (Stev)
<b>Purpose</b>	To offer volunteers a unique opportunity to play a key role while gaining experience working with a national museum collection of historic importance.
<b>Responsible to</b>	Collections Development and Review Curator
<b>Times/Dates</b>	1 or 2 days per week. Normal working hours would be Tuesday and/or Wednesday, 10am-4pm, but negotiable. Potential opportunity for some evening and weekend work.  1 year opportunity, with possibility for extension. 2 placements available.
<b>Location</b>	National Army Museum store in Stevenage, Hertfordshire. With travel to the Museum site in Chelsea, Sandhurst and other sites across the country as appropriate.
<b>Tasks</b>	Supporting the Museum's collections development and review projects focusing on digitisation, which will feed into exhibitions administration and collections management tasks.  > Digitally scanning collections material.  > Researching material in the NAM's collections for use in projects.  > Occasional assistance with delivery of on-site events.
<b>Skills</b>	Would suit someone:  > With good general standard of English literacy and numeracy.

	<ul style="list-style-type: none"> <li>&gt; With general ICT skills (word-processing, databases, spread-sheet programmes).</li> <li>&gt; With proven research skills.</li> <li>&gt; Who would be happy to work as a team member and have a willingness to learn.</li> <li>&gt; With proven communication skills.</li> <li>&gt; With good organisational skills.</li> <li>&gt; With good attention to detail.</li> <li>&gt; With a flexible approach.</li> </ul>
<b>Support and Training</b>	<ul style="list-style-type: none"> <li>&gt; In-house training will be provided that is specific to the role, which will include site induction; Health and Safety; Equality &amp; Diversity; object handling; and specific computer applications as required.</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 work closely with the Collections Development and Review Curators within the Collections Division who have varied specialisms.
<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> <li>&gt; Contribute to making our collection accessible to a wide range of people.</li> </ul>
<b>Interested?</b>	> The opportunity is open to everyone aged 18 and over.
<b>Closing Date</b>	5pm, Sunday 9 December 2018
<b>For an Application Form</b>	<a href="https://www.nam.ac.uk/volunteer">https://www.nam.ac.uk/volunteer</a>

November 2018