

Volunteer Project 92, Collections Development and Review

Role	Collections Development and Review Volunteer (Chelsea)
Purpose	To offer volunteers a unique opportunity to play a key role, while gaining experience working with a national collection of historic importance.
Responsible to	Senior Curator Collections Development and Review
Times/Dates	One day per week, preferred hours would be Mondays, 10am to 4pm but negotiable. 1 Placement available.
Location	National Army Museum in Chelsea, London. Occasional travel to the reserve collection store in Stevenage may be a possibility.
Tasks	Supporting the Museum's collections development and review projects through: <ul style="list-style-type: none"> • Researching objects within the Uniforms, Badges and Medals collection. • Writing captions for the Museum's Online Collection Identifying objects of interest within the Uniforms, Badges and Medals collection which require photography and would add to the Museum's online offer.
Skills	Would suit someone with: <ul style="list-style-type: none"> • A good standard of English literacy and numeracy • General ICT skills (word processing, spreadsheets and databases) • Proven research skills • An interest in British Military history • Proven communication skills • Good attention to detail • Willingness to learn and work as part of a team • A flexible approach

Support and Training	<ul style="list-style-type: none"> • Full in-house training will be provided that is specific to the role, which will include object handling; site induction; Health and Safety; Equality & Diversity; and specific computer applications as required. • Expenses: reasonable out of pocket lunch and travel expenses to and from the Museum. • Volunteers' Handbook and regular feedback meetings with designated supervisor. • Regular feedback meetings with designated supervisor.
Benefits	<ul style="list-style-type: none"> • Become part of a friendly and dedicated team. • Gain practical knowledge of collections cataloguing and management within a UK national museum. • Contribute to the longterm preservation of the nation's heritage.
Interested?	<p>This opportunity is open to everyone aged 18 and over.</p> <p>To Apply: https://www.nam.ac.uk/volunteer</p> <p>Closing Date: Friday 30th August 2019, 12pm (Noon)</p>
For an Application Form	<p>http://www.nam.ac.uk/get-involved/volunteer</p>

