

Volunteer Project 80, Collections Research and Academic Access Volunteers

Role	2019 Special Exhibition
Purpose	To offer volunteers a unique opportunity to play an important role in the National Army Museum's 2019 special exhibition, and gain experience of the heritage sector through working with a national museum collection of historic importance.
Responsible to	Head of Collections Research and Academic Access
Times/Dates	Anything up to two days per week, starting in September 2018 and running until May 2019
Location	1 x National Army Museum, Chelsea 1 x National Army Museum, Stevenage
Tasks	<p>Chelsea:</p> <ul style="list-style-type: none"> > To transcribe oral history interviews relating to the British Army in Germany for potential inclusion in a forthcoming exhibition and make records more accessible to researchers and museum staff. > Archival research into NAM's Collection to identify images for potential inclusion in a forthcoming exhibition. <p>Stevenage:</p> <ul style="list-style-type: none"> > To sort, order, and help prepare objects relating to the British Army in Germany for display. > To use the Museum's Collections Management System to update existing records and catalogue new acquisitions.
Skills	<p>Would suit someone with:</p> <ul style="list-style-type: none"> > A good general standard of English literacy and numeracy.

	<ul style="list-style-type: none"> > General ICT skills (word-processing, database, spread-sheet programmes). > Proven research skills. > Knowledge of British military history. > A desire to work as a team member and have a willingness to learn.
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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 site induction; Health and Safety; Equality & Diversity; and specific computer applications as required. > Expenses: reasonable out of pocket travel expenses to and from place of work. > Volunteers' Handbook with helpful information. > Regular feedback meetings with designated supervisor.
Other key information	>Volunteers will work closely with Collections Division staff to the set standards.
Benefits	<ul style="list-style-type: none"> >Becoming part of a friendly and dedicated team. >Gain practical knowledge of UK Museums and institutions.
Interested?	>The opportunity is open to everyone aged 18 and over.

July 2018