

Volunteer Project 84, Research and Academic Access

Role	Collections Volunteer
Purpose	To offer volunteers a unique opportunity to play an important role in the National Army Museum, and gain experience of the heritage sector through working with a national museum collection of historic importance.
Responsible to	Research Curator
Times/Dates	1 or 2 days per week. Normal working hours would be 10am-4:30pm, but negotiable. Some evening and weekend working will be necessary. Ongoing opportunity. 2 placements available.
Location	National Army Museum, Chelsea. With travel to Stevenage, Sandhurst and other sites across the country as appropriate.
Tasks	<p>The Museum is working on a project to digitise a collection of over 9,000 Indian Army badges. The collection was gifted to the Museum by Field Marshal Sir John Chapple and is the largest known collection of its kind. It contains a variety of badges and insignia from the days of the East India Company to just after the Partition of India in 1947. This digitisation project aims to increase awareness and access to the collection by publishing it online. Alongside this project, there are also opportunities to assist in the Museum's community engagement activities.</p> <ul style="list-style-type: none"> > Supporting a project to digitise the Museum's Indian Army insignia collection. > Assisting with cataloguing of badges. > Tagging digitised images with correct records. > Assisting with writing captions for the badges to be published on the Museum website. > Supporting the Museum's community engagement projects and workshops. > Assisting delivery of on-site and off-site community engagements.
Skills	<p>Would suit someone:</p> <ul style="list-style-type: none"> > With good general standard of English literacy and numeracy. > With general ICT skills (word-processing, database, spread-sheet programmes).

	<ul style="list-style-type: none"> > With proven research skills. > Who would be happy to work as a team member and have a willingness to learn. > With proven communication skills. > With good organisational skills. > With good attention to detail. > With 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 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 place of work. When working off-site at community events and workshops, travelling expenses, accommodation and meals will be provided where appropriate. > Volunteers' Handbook with helpful information. > Regular feedback meetings with designated supervisor.
Other key information	Volunteers will work closely with the Research Curator within the Collections Division.
Benefits	<ul style="list-style-type: none"> > Become part of a friendly and dedicated team. > Gain practical knowledge of UK Museums and institutions. > Contribute to making our collection accessible to a wide range of people. > Gain key collections skills including research, digitisation and cataloguing. > Gain knowledge about the British Indian Army.
Interested?	<p>>The opportunity is open to everyone aged 18 and over interested in gaining experience in the museum sector and learning more about the National Army Museum.</p> <p>To apply please send your completed application form and covering letter explaining why you are interested in volunteering, to hr@nam.ac.uk</p> <p>Closing date: Sunday 24 March 2019.</p> <p>Interviews: Thursday 28th March 2019.</p>