



## **Role Profile: Documentation Volunteer**

This role description has been designed to provide you with full details about the volunteer documentation role, to help you decide if it suits your abilities, interests and availability.

### **Role summary:**

Recording accurate information about the museum's collection is vital for both displaying and looking after objects for future generations to enjoy. Your role would be to assist current documentation volunteers in entering, updating and correcting information about objects and marking and labelling those objects to museum standards. We are looking for someone with an eye for detail and a willingness to learn new skills to help look after the museum's collection.

### **Tasks involved:**

- Correctly labelling and marking museum objects
- Adding or correcting information about the objects on our paper systems.
- Correcting and adding information to our computer database (optional).
- Creating catalogue cards and location cards for objects.
- Safely handling museum objects and documents.
- Being familiar with the museum's health and safety, safeguarding and emergency procedures.

### **Skills needed:**

- An eye for detail
- Neat handwriting
- Basic sewing skills (optional)
- A steady hand
- Basic computer skills (optional)
- An interest in local history.

### **Training and support:**

This role will require some specialist training which will be provided by museum volunteers. Volunteers will be given an induction and training to carry out the role, and in our procedures. All volunteers will have a museum supervisor, and regular opportunities to discuss their work.

### **Interested?**

If this sounds like a role you would be interested in or if you would like to discuss it in more detail, please contact the museum office on **(01548) 853235** or email **hello@kingsbridgemuseum.org.uk**.