

# Carisbrooke Castle Museum

## Volunteer Role Profile: Collections Care & Documentation

Role title	Collections Volunteer
Purpose of the role	Collections Volunteers assist Curatorial Staff in caring for and cataloguing the museum's collection of historic artefacts.
Key activities	<p>Under the direction of Curatorial Staff, Collections Volunteers may be involved in the following tasks:</p> <ul style="list-style-type: none"> <li>- Recording new objects entering the museum collection – using paper and/or computer-based cataloguing processes</li> <li>- Scanning or photographing objects</li> <li>- Undertaking research on objects in the museum collection</li> <li>- Improving records on the museum's collection database and digitising paper records</li> <li>- Caring for the museum's collection, for example: (re)packing objects in suitable housing or undertaking simple object cleaning or conservation</li> <li>- Assisting with moving objects into and out of stores eg. for research or exhibition</li> <li>- Cleaning, tidying and monitoring collection stores</li> </ul> <p>There is significant flexibility in this role with most volunteers assisting with one or two of the tasks described above, as suits their interests and abilities. Training is provided by staff (who remain available to offer support) but it is usually expected that volunteers work with minimal supervision once trained.</p>
Experience, skills and/or qualifications	<p>Cataloguing tasks require a keen eye for detail and the ability to work accurately and methodically. Confidence in using computers is an advantage (but not essential) and training is given on any specialist software as required. The ability to follow established systems is important for all tasks and an interest in, and an ability to undertake, independent research (in books and online) can be helpful in some.</p> <p>Collection care tasks require a reasonable level of mobility and dexterity. Attention to detail and the ability to follow specific process is also necessary.</p> <p>A willingness to be flexible is important to all roles.</p>
Practicalities	Collections Volunteers are based at Carisbrooke Castle Museum.

	<p>Volunteers typically attend for half a day once a week (at a mutually agreed time/day) however this is flexible and volunteers may want to undertake more/less regular attendance as negotiated with Curatorial Staff.</p> <p>Most collections volunteers work on their own, with support from Curatorial Staff, but there may be opportunities to work alongside other volunteers on specific projects.</p>
Benefits for volunteers	<p>Unfortunately, we are unable to pay travel expenses for volunteers based at the museum.</p> <p>Tea and coffee is provided and parking is free in the castle carpark (with a volunteer parking pass).</p> <p>Entry to Carisbrooke Castle is free (except on special event days when there may be a small fee, please remember to show your name badge on entry) and volunteers may attend two of the museum's winter 'Insight' events for free.</p> <p>Volunteer briefings and training are provided as necessary. All volunteers are invited to a Christmas social event.</p> <p>References can be provided on request.</p>
Support provided	<p>Collections volunteers are supervised and supported by the Curatorial Staff (currently: Rachel Tait, Curator; and Kate Tiley and Chris Yendall Curatorial Assistants).</p> <p>Should you have any concerns or complaints that they are unable to deal with these can be reported to the Museum Manager (Virgil Philpott) in the first instance or the Chair of Trustees (Gill Kennett) should you wish to take the matter further.</p>
For more information	<p>Telephone: 01983 523112 Email: <a href="mailto:info@carisbrookecastlemuseum.org.uk">info@carisbrookecastlemuseum.org.uk</a></p>