

Museum Volunteer Role Profile

We are currently seeking three volunteers to help with the everyday running of our Museum, 3.5 hours per week and volunteer.

Closing date: 15th January 2025

Purpose of the role

- To digitise paper documentation relating to objects in the Museum collection and organise files to improve discoverability and security of important object information.
- To create digital images from our Library collections to enhance public access and awareness via the digital archive and the online collections catalogue.
- To support the Gallery Assistants during museum opening hours and events, helping to welcome and guide museum visitors.

This is a multifaceted role that involves assisting in several areas of the museum's day-to-day operations. It requires a passion for music and history and an interest in working with the public as well as with collections documentation.

Full training will be provided.

Role duties

Documentation

- Using scanning equipment to make digital copies of paper documentation.
- Renaming files and saving them in appropriate folders.
- Using the collections database system to look up object records where necessary.

Digitisation

- Using a robotic book scanner to create digital images from music scores, books and historic RAM records.

Front of House

- Welcoming visitors to the museum.
- Offering information and talking to visitors about the collections and the current exhibitions.
- Providing visitors with information about the facilities and layout of the museum and Academy building.
- Encouraging visitors to provide feedback.
- Assisting with museum events.
- Keeping the gallery and all museum areas tidy and clean.

Skills required

- Proficient IT skills.
- Methodical approach to tasks.
- Excellent communication skills.
- Excellent interpersonal skills.
- Good organisation, reliability and time keeping.
- Ability to work independently.
- Good teamwork skills.

Learning Opportunities

- Processes and procedures when working with historic collections.
- Further development of IT skills.
- Training in operating a robotic book scanner (in manual mode).
- Further development of communication and interpersonal skills
- Knowledge about historical instruments and objects.