

## MUSEUM VOLUNTEER ROLE PROFILE

We are currently seeking 1 volunteer to help with digitisation of our collections, 3.5 hours per week.

**Closing date:** Friday 30 May 2025

### PURPOSE OF THE ROLE

- To create digital images from our collections to enhance public access and awareness via the digital archive and the online collections catalogue.

This role may involve occasionally assisting with other areas of the museum's day-to-day operations.

Full training will be provided.

### ROLE DUTIES

#### DIGITISATION

- Using a book scanner or camera (depending on the original) to create digital images of music scores, books and historic RAM records.
- Digitising paper documentation relating to objects in the Museum collections and organise files to improve discoverability and security of important object information.
- Occasionally assisting with museum projects and events.

### SKILLS REQUIRED

- Proficient IT skills.
- Methodical approach to tasks.
- 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 book scanner.
- Training in operating a Canon EOS R8 camera.
- Training in editing images using Adobe products.
- Knowledge about historical instruments and objects.