

Collections Assistant

Main Duties

- Audit each individual storage box listing items to include a full description and measurements
- Research additional information ie how item was used and it's manufacturer.
- Update data base with additional information
- Refer duplicate or damaged items to Team Leader for possible disposal
- Repack boxes in appropriate style

How much time will I be expected to give?

- Minium of 2.5 hours a week on Tuesday and/or Thursday mornings.

What skills qualities and experience do I need ?

- An interest in local history
- Computer literate
- Experience or interest in research
- Knowledge and experience in handling historic artefacts is desirable.

What support and training will I receive?

- A copy of the volunteer handbook and induction procedure
- The opportunity to participate in occasional internal training sessions
- The support and supervision of the Team Leader

What opportunities will I get?

- Join an enthusiastic team with a shared interest in local history
- Develop your skills and experience
- Meet new people from the local community
- Free tea, coffee and biscuits at every session

Other Information

- This role is open to volunteers aged 18+

- This role is not a regulated activity and does not, therefore, require an additional safeguarding (DBS) check. If you are interested in applying to be a volunteer please download an application form from our website www.seafordmuseum.co.uk or contact the Volunteer Co-ordinator at volunteer@seafordmuseum.co.uk.