

Volunteer role description

Cataloguing volunteer

What is a Cataloguing volunteer?

The role of a Cataloguing volunteer is to document items in the museum collection, making sure they are stored to high conservation standards to ensure their future preservation.

The role includes sorting, photographing, marking and labelling, boxing and packing a wide range of historic artefacts, and adding their details onto the Museum's collection management system.

There will be the opportunity to work with some incredible collections, including prehistoric, Roman and Medieval archaeology, fine art, prints and drawings, historic photographs, natural history collections (including fossils and minerals and animal and insect specimens), costume and social history artefacts relating to the town of Folkestone.

Where people have an existing knowledge or interest we will endeavour to match you with a suitable collection.

Cataloguing volunteers make accessible through the collections database, thousands of important artefacts that would otherwise remain hidden in the museum store. These can then be brought out for use in events and exhibitions and used as a starting point for inspiration and creativity.

Volunteers will be based at Folkestone Museum, supervised by the Curator and other members of the museum team.

What's in it for you?

- Working with historic artefacts
- Developing work-related learning skills and knowledge in computer documentation, digital photography and preventative conservation
- Becoming part of a friendly and dedicated team
- Meeting people from all walks of life and making new friends
- Satisfaction in helping preserve Folkestone's heritage
- Developing an appreciation of the history and heritage of Folkestone

What's involved?

- Handling historic objects

- Sorting, marking and labelling, boxing and packing to conservation standards
- Using computers for cataloguing, i.e. entering data
- Photography of artefacts
- Getting out and putting away items for display
- Following Collections Management Plan and conservation guidelines

This role will suit people who

- Have an interest in history and heritage
- Work well in a team or individually
- Have attention to detail
- Are computer literate or wish to become so

EXTRA INFORMATION

Your place of work

Folkestone Museum

Time commitment

We appreciate any time you are able to give and this role allows for some flexibility. We ask that people volunteer for two sessions a month although this can vary.

Volunteer Manager

This role will be managed by the Curator of Folkestone Museum.

Staff contact

As above.

Training/Resources

- Folkestone Museum induction
- Health and safety induction
- Collections Management and Conservation induction
- Role specific training

Expenses

Out-of-pocket travel costs between home and volunteering place will be paid up to a maximum of £5.50 per day, and other reasonable expenses agreed in advance.

DBS check

A DBS check is required for this role.