



VOLUNTEERING AT CASTLE DONINGTON MUSEUM COLLECTION AUDITOR

Opportunity to join the team with the periodic audit of all objects and documents in the collection.

Responsible to: *Curator*

Tasks and responsibilities

- 1) Check the contents of each box against the printed list in each box.
- 2) Annotate the printed list to show both missing and additional items in the box.
- 3) Sign and date the list.
- 4) If there are no additional items found in the box the list can be replaced in the box.
- 5) If there are additional items the list needs to be given to the data inputters so the catalogue can be updated and a new list produced.
- 6) Keep a separate log of each box audited with a list of missing and additional items.
- 7) Check the log every time additional items are found in boxes. If they are listed as being from another box move them back to the original box and update the list in that box to show the record has been found and returned.

Skills required:

- 1) You will be patient and methodical.
- 2) You will have an eye for detail
- 3) Be honest and reliable
- 4) Happy to work as part of a team

Benefits to the volunteer:

- 1) Experience of volunteering in a museum
- 2) The opportunity to work with trained staff
- 3) Access to the museum's collections
- 4) The ability to contribute towards the preservation of local collections and making them more accessible for visitors now and in the future.

Hours/time commitment:

Volunteers are asked to commit to attending regularly.

The museum is usually open Tuesday and Thursday mornings between 1000 & 1230.

Location:

Castle Donington Museum

Training:

Training will take place at the Museum. Training is informal, and a significant amount is 'on the job'

Support and supervision:

You will work with Curators' support and guidance, but be part of the wider team of volunteers. Many volunteers help care for objects and documents in the collection, or assist with specialist identification, curation and transcription. The team has brought their skills, such as restoration, librarianship, object identification and archive management to the Museum.

They:

- Accession and catalogue objects and documents.
- Undertake some conservation of objects and documents.
- Curate the annual exhibition in the museum
- Support research requests.

The team is committed to providing the best care that is possible for the collections held at the Museum, thus enabling the public to benefit from well preserved and displayed materials that are fully catalogued and easily accessible.

Insurance, Policies and Expenses:

Volunteers working at the Museum are insured: details are displayed in the museum.

Volunteer expenses are available as per the Museum Volunteers Policy.

Volunteers are expected to comply fully with all relevant museum policies.