VOLUNTEERING AT CASTLE DONINGTON MUSEUM CATALOGUER

Opportunity to join the team managing digital aspects of the museum's activities.
Responsible to: *Curator*

Tasks and responsibilities
1) Ensure the hand written catalogue sheets are complete. If not check with the relevant cataloguer.
2) Transfer data from completed catalogue sheets to MODES (SPECTRUM compliant).
3) Print off a content sheet for each box as if is filled and add it to the box.
4) File completed catalogue sheets.
5) Update CALM using content sheets amended by the auditor.
6) Print new content sheets and pass to the auditor for filing in the relevant box.
7) Use CALM to identify artefacts and documents in response to research requests.
8) Add photographs of objects and documents to the relevant catalogue entry.
9) Work towards the team goal of making the Collections more accessible to users, ensuring records are as accurate and comprehensive as possible.
10) Update the museum website ensuring information is accurate and current.
11) Ensure any broken links on the website are repaired promptly
12) Ensure the online catalogue is available and accessible.
13) Being generally friendly to other volunteers and visitors, and create a welcoming atmosphere.
14) Possibly train new volunteers in the use of the Museum's ICT systems.

Please note for this role we require all photographs and copyright to remain property of the Museum Trust but will be credited to the photographer when used.

Skills required:
1) Be confident with working with computers
2) Be willing to learn new IT skills
3) Be honest and reliable
4) Happy to work as part of a team
5) Attention to detail
6) If confident and willing to there are opportunities to train people to use the computer systems

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.
5) Opportunity to develop new ICT and training skills.
6) A chance to have your work published online
7) Your work used to make the collections within the museum store easier to access.

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'. External Modes courses are also available and volunteers should be willing to attend these.

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.
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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
Details of the insurance cover for volunteers working at the Museum is on display in the museum. Volunteer expenses are available as per the Museum Volunteers Policy.
Volunteers are expected to comply fully with relevant policies such as Health and Safety, Equality and Diversity