



VOLUNTEERING AT CASTLE DONINGTON MUSEUM CURATOR

Opportunity to join the team as the named Curator of the Museum's collection

Responsible to: *Castle Donington Museum Trust Management Committee*

Tasks and Responsibilities

- 1) Co-ordinate volunteer recruitment events.
- 2) Provide basic training in collection management for new volunteers.
- 3) Provide training updates for existing volunteers.
- 4) Liaise with external training providers to ensure volunteers have access to external training events.
- 5) Prioritise tasks and ensure volunteers are aware of the priorities and are properly engaged.
- 6) Resolve problems or refer them to the Trust Chairman.
- 7) Sit on the Castle Donington Museum Trust Management Committee and advise them of developments and problems at the museum.
- 8) Deliver a curatorial report to the Trust's AGM.
- 9) Lead volunteers and the Committee in planning and creating the annual exhibition.
- 10) Liaising with other museums regarding loans for the exhibition.
- 11) Having the final say in which documents and objects should be added to the Museum's collection.
- 12) Ensuring accessioning and cataloguing standards are upheld.
- 13) Representing the museum at archaeological and cultural events.
- 14) Plan and co-ordinate research as required.
- 15) Being generally friendly to other volunteers and visitors, and create a welcoming atmosphere.

Skills required

- 1) Confidence
- 2) Able to deliver training
- 3) Be friendly and approachable and happy to talk to the general public.
- 4) Be honest and reliable
- 5) Happy to lead and work as part of a team
- 6) Attention to detail
- 7) Research both in the collection and externally.
- 8) Understand museum management.

Benefits to the volunteer

Experience of volunteering in a museum

The opportunity to work with trained staff

Access to the museum's collections

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 Curator has a great deal of responsibility so ideally should be able to commit to both sessions.

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

Location

Castle Donington Museum

Training

There are many free professionally-run training courses available which the Curator is strongly urged to attend.

Support and supervision

This is a management role so the curator is expected to work on his or her own initiative and is answerable to the trust's management Committee.

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.