



VOLUNTEERING AT CASTLE DONINGTON MUSEUM PHOTOGRAPHER

Opportunity to join the team assisting with the digital recording of objects and documents in the collection.

Responsible to *Curator*

Tasks and responsibilities

- 1) Produce a photographic catalogue of artefacts and documents held by the museum for use as part of the MODES catalogue and future on-line exhibitions
- 2) Tasks may include photographing individual artefacts and documents to standards identified in the Museum's digital photography policy and procedures documents.
- 3) Manipulate and electronically archive images to generate a professional digital archive using relevant packages.
- 4) Name images in accordance with the naming policy set down in the Documentation Manual.
- 5) Add images to the relevant on-line catalogue record.
- 6) Work independently towards the team goal of making the Collections more accessible to users
- 7) Incidentally help with health checking for pests and damage.
- 8) Being generally friendly to other volunteers and visitors, and create a welcoming atmosphere.
- 9) Possibly train new volunteers in the use of the Museum's photographic equipment and also in importing images to the catalogue/on-line archive.

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) You will be an excellent photographer
- 2) Be able to use photographic software
- 3) Be confident with working with computers to archive images
- 4) Be honest and reliable
- 5) Happy to work as part of a team
- 6) Pay attention to detail
- 7) If confident and wishing to there are opportunities train people to use suitable lighting set-ups and ability to support volunteers to input into the archive

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 photographic and training skills.
- 6) A chance to have your work published in promotional material, at talks and online
- 7) Your images used to make the collections within the museum store easier to access.

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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:

Most training will take place at the Museum. Training is informal, and a significant amount is 'on the job'. Free external courses are also available.

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