



VOLUNTEERING AT CASTLE DONINGTON MUSEUM SITE MAINTENANCE

Opportunity to join the team assisting with the care and maintenance of the Museum premises.

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 in a welcoming and well-cared for environment.

Responsible to: *Curator*

Tasks and Responsibilities

- 1) Ensure external paths are clean and free from obstructions.
- 2) Ensure that interior is clean and free of insects and pigeons.
- 3) Check exterior for signs of damage / wear and tear. Report to Curator as necessary.
- 4) Decorate interior as required.
- 5) Fit display boards as required by the Curator.
- 6) Ensure that lights are working. Replace bulbs as necessary.
- 7) Examine the condition of the fabric of the building and log defects.
- 8) Assist in constructing and deconstructing the annual exhibition.

The following tasks are associated with Site Maintenance but may be carried out by others:

- 1) Arrange PAT testing of electrical equipment.
- 2) Arrange for testing of alarms as required.
- 3) Monitor environmental conditions and print out weekly and monthly readings. Report out-of-range readings to the Curator.

Skills required:

- 1) You will be a neat and methodical worker
- 2) Be honest and reliable
- 3) Happy to work as part of a team
- 4) Pay attention to detail

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 skills.

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'.

Insurance, Policies and Expenses

The insurance cover for volunteers working at eh Museum is provided by *****

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 and Data Protection.