Volunteer Role Description

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| **Role Title:** | Museum Collection Volunteers |
| **Role Purpose:** | To gain experience of museum collections management by assisting the Museum Manager in caring for the Charterhouse’s collection of fine and decorative art, social history and archaeology in a variety of ways. The collections work and initial training will likely go ahead virtually at first, but the opportunity to come into the Charterhouse will be possible once it is deemed safe to do so. |
| **Role Description:** | There is the opportunity to get involved with various collections projects at the Charterhouse. Each of these projects will include tasks such as…   * Re-location of objects into new store * Condition-check, photograph, audit and research objects * Learn and use museum based skills including delicate object handling * Accessioning objects * Update catalogue records on collections management database (Modes Complete) * Undertake preventive conservation including re-packaging where necessary * Other tasks such as environmental monitoring, pest management and store cleaning and dusting * Curating a small display in our Norfolk Cloister case and the opportunity to provide content for our social media platforms |
| **Role Reports To:** | Gabriella Swaffield, Museum Manager |
| **Where:** | The Charterhouse, Charterhouse Square, London, EC1M 6AN |
| **When:** | 1 day per week, Monday-Friday, 10am-4pm |
| **Duration** | Ideally you would be able to commit to one day per week for at least 3-6 months |
| **Who we are looking for:** | * Enthusiasm for history, art, conservation of objects and collections care * Willingness to learn new skills and a good attention to detail * Good communication, photography and research skills * Computer literate * An ability to complete tasks independently and as part of a team * Some knowledge of handling museum artefacts and archives would be an advantage, but not necessary. * An ability to lift boxes and objects of varying sizes, within manual handling guidelines * Are willing to undertake training related to the role * Are friendly, approachable and confident in a busy environment |
| **Commitment to you:** | As Collections Volunteer, you will have the opportunity to:   * Develop skills in the above areas * Have hands on experience of working with the collections of the Charterhouse * An insight in to how collections are managed * Receive full training and support to fulfil the role * Meet new people, make new friends and take part in special activities organised for volunteers. * Excellent experience for your CV * A reference when you have been volunteering with us regularly for over six months. |
| **Why We Want You:** | We are looking for motivated volunteers to support collections management tasks. This role is an excellent opportunity for anyone who wants to gain knowledge and experience about working behind the scenes in a museum. Volunteers are an important part of the Charity and play a vital role in enhancing the work of the Charterhouse. We are committed to providing volunteering opportunities of a high standard. |
| **Notes:** | We will reimburse volunteers for travel expenses up to £6 per day with an additional £4 for food if volunteering for a whole day.  This role requires a disclosure check which will reveal any unspent convictions. A criminal record may not necessarily be a bar to placement, as any decision will be treated on its merits and individual circumstances subject to the museum’s overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the museum’s staff and the Collections. |
| **How to apply:** | To apply, please complete an expression of interest formand send it to: [gabriella.swaffield@thecharterhouse.org](mailto:gabriella.swaffield@thecharterhouse.org)    The expression of Interest form is also available on our website: [www.thecharterhouse.org](http://www.thecharterhouse.org)  **Deadline for applications is:** Tuesday 1st September 2020 9am  **Informal Interviews** will take place virtually on the week of the 14th September 2020 |