



Role Description and Person Specification: **Digitisation Volunteer**

- Date Created:** 12/12/16
- Organisation:** Museum of Richmond,
Old Town Hall
Whittaker Avenue, Richmond TW9 1TP
Tel: 020 8332 1141
Email: curator@museumofrichmond.com
- Role Type:** Voluntary
- Responsible to:** Curator
- Hours:** 4-6 hours per week.
- Main Purpose:** To catalogue and digitise the Museum's collection

KEY RESPONSIBILITIES

- To handle objects in the collection with care.
- To catalogue the objects as instructed by the Curator (detailed in the Digitisation Project 'Guide for Volunteers' document).
- To update the Museum's Collections Management System (eHive) with the new data.
- To photograph the objects.
- To set up and pack away equipment.
- To interact with the public, without significant disruption to the project.
- To assist the Curator in other duties related to the Digitisation Project

PERSON SPECIFICATION

Qualifications / Training / Experience	Desirable / Essential
Experience in using Microsoft Office and Internet Explorer.	Essential
Experience of photography in any capacity.	Essential
Experience using databases.	Desirable

PERSONAL SKILLS

- Excellent written and verbal communication skills.
- Is able to work independently to a high standard.
- Is organised and methodical in approach to work, with an eye for detail.
- Has knowledge of a broad spectrum of historical periods and subjects.
- Able to carry objects of varying weights safely.