

Volunteering at the Museum of Richmond: Digitisation Volunteers



MUSEUM of
RICHMOND

The Museum of Richmond tells the story of Richmond from prehistory, through its rise in prominence as a royal residence in the medieval period to its modern status as a centre of the arts and fashion. We care for and give access to the rich history of Richmond through our permanent displays, temporary exhibitions, learning workshops and events programme.

Why does the Museum of Richmond need your support?

We need help Digitising the Museum's collection – updating object records on our collections database to make all of the objects in the Museum's collection accessible online.

What will you be doing?

You will support the Curator by cataloguing and digitising the Museum's collection

You will need to:

- 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, engaging them with the project and the Museum generally.
- To assist the Curator in other duties related to the Digitisation Project, including undertaking desk-based tasks (such as photo editing and uploading) at the Museum's reception when required.

What qualities, skills and experience do you need?

- Experience in using Microsoft Office and Internet Explorer or Chrome.
- Experience of photography in any capacity.
- Experience of working with databases is desirable, but not essential
- Excellent communication skills and attention to detail.
- Ability to work independently to a high standard.
- A knowledge of a broad spectrum of historical periods and subjects.
- Able to lift objects of varying weights safely.
- Be physically fit. The Museum is based on the Second Floor of the Old Town Hall and whilst there is lift access, we cannot guarantee it will always be in working order so volunteers will need to be able to climb the stairs from street level to the second floor

How much time will you be expected to give and when?

- 6 hours a week, on a day that works for you and the Museum
- We ask volunteers to sign up for a shift and then come in the same time and day for at least 6 months. This ensures you remain familiar with tasks involved in the Digitisation Project.

The shift patterns are as follows:

What can you expect from us?

- To be treated fairly and with respect.
- To be recognised and appreciated for your contributions.
- To have an enjoyable experience in a fascinating environment.
- To be provided with training including familiarisation with the site and staff, Health and Safety, and the Museum's displays and temporary exhibitions.
- Opportunities to meet and socialise with other Museum volunteers

What will we expect from you?

- To be a friendly face of the Museum of Richmond
- To enhance the visitor experience through your work on this project
- To attend induction and training sessions.
- To understand and follow our security, safety and evacuation procedures.
- To maintain positive working relationships with staff, other volunteers and members of the public.
- To be reliable in attendance

If you are interested in volunteering at the Museum of Richmond, or have any further queries regarding this role, please contact the Museum by emailing info@museumofrichmond.com

This document is intended as a guide to volunteering at the Museum of Richmond and is not legally binding.