



Summer 2023 Work Experience Curatorial and Collections Care

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 a friendly and enthusiastic volunteer to help support our Curator with documenting objects in the Museum's collection and help to helping to Digitise the Collection.

What will you be doing?

You will work with the Curator to:

- Assisting the Curator with the digitisation project - photographing, researching and cataloguing objects for our online catalogue
- Shadowing the Curator in collections care tasks such as monthly integrated pest management, environmental monitoring and housekeeping
- Supporting the front of house volunteers and covering the reception desk as needed

You will need to:

- Be comfortable using a computer.
- Engage with visitors of all ages and backgrounds.
- 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

What qualities, skills and experience do you need?

- A friendly, enthusiastic and approachable manner.
- Be comfortable using a computer.
- Ability to work independently as well as part of a small team.
- Research skills; a keen eye for detail; an interest in and enthusiasm for local history would be very helpful.

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

- You will need to come into the Museum for 5 days, from 10:30am to 4:30pm
- The placement dates are: Tuesday 25 July to Saturday 29 July, Tuesday 1 August to Saturday 5 August, Tuesday 8 to Saturday 12 August, Tuesday 15 August to Saturday 19 August and Tuesday 22 to Saturday 26 August 2023

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.
- To be given up to £15 a day to help cover the cost of travelling to and from the Museum and/or your lunch.

What will we expect from you?

- To be part of the team that is the friendly face of the Museum of Richmond
- To attend induction which will explain how 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

To apply for this placement, please complete the document named **Summer 2023 Placements: Expression of Interest**, and return it to the Museum at this email address: info@museumofrichmond.com

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