

Volunteer Role Description for Collections Assistant

What is a Collections Assistant?

The role of the Collections Assistant volunteers is to undertake work with the museum collection.



| | |
|---|---|
| <p>What's in it for you?</p> | <ul style="list-style-type: none"> • The opportunity to undertake new projects and initiatives within the department • Hands on experience in a heritage / museum setting • Being a part of a small, dynamic and dedicated team • To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • References for people who volunteer with us regularly for more than 6 months |
| <p>What's involved</p> | <ul style="list-style-type: none"> • Undertaking collections care work under the supervision of the Curator, including pest monitoring and environmental monitoring. • Opportunity to join the weekly Library Care Team checking the books in the Porteus Library • Undertaking labelling and cataloguing of the museum collection • Assisting with all aspects of museum work |
| <p>This role will suit people who...</p> | <ul style="list-style-type: none"> • Have an interest in the heritage / and/or museums and collections • Are able to pay close attention to detail and can meet a deadline • Are conscientious and hardworking • Are able to work independently, without assistance • Have creative thinking skills |
| <p>Availability</p> | <p>This is flexible as volunteers can volunteer off-site or come in for half a day or a full day per week, working hours Monday through to Friday</p> |

| | |
|--|---|
| Main Contact | Miranda Poliakoff, Curator |
| Training/Resources | <ul style="list-style-type: none"> • Full induction including health and safety procedures • All new volunteers have an introduction period, this is a settling in time of around 2 months. At the end of this an appropriate person will catch up with you; this is an opportunity for both parties to reflect and make any adjustments to the role that are needed • Access to our volunteer's website, the "Volunteer Portal", including a blog, downloadable resources, rota and events page |
| Getting to the Palace | <ul style="list-style-type: none"> • The nearest tube station is Putney Bridge • The nearest train station is Putney • There are several bus stops in walking distance • We reimburse travel expenses up to £8 per session |
| What next? | <p>Please get in touch by completing an enquiry form, available at: http://www.fulhampalace.org/about/volunteer/</p> <p>You can also check our FAQs sheet here: http://www.fulhampalace.org/wp-content/uploads/2012/03/Volunteering-FAQs.pdf</p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person</p> |
| <p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback</p> | |