

Volunteer role description Collections volunteer

What is a collections volunteer?

The role of collections volunteers is to undertake work with the museum collection of historical objects. This can include a variety of tasks, such as cataloguing in the museum store, supporting the collections and research officer with acquisitions and undertaking research.



What we can offer collections volunteers:

- experience of working in a small archive and museum with a varied collection
- work with a wide variety of different groups, audiences and ages
- good handling practice of moving objects for transport, use and storage
- provide usage to a collection management software (MODES) and experience of collections rationalisation and object documentation, in accordance with Spectrum standards
- knowledge in the care and conservation of collections and historic interiors
- working with hazards and appropriate ways to deal with them
- practice of spot reading, downloading and analysing data from various environmental monitoring systems, as well as writing an executive summary for museum staff and lenders
- carrying out quarterly pest surveys, identifying the pest issues and responding to them, where possible

Duties will include:	<ul style="list-style-type: none"> • supporting the collections and conservation officer (CCO) • undertaking a review of the artwork collection and its conservation needs • assist in placing our collection on a newly acquired database system (MODES) • object photography or scanning, and uploading these images onto the database • support the CCO in installing and decanting exhibitions and displays • assist in delivering conservation-based engagement sessions • supporting the collections and conservation officer to manage and conserve the collection and loans • help respond to emergency situations in the museum, such as leaks • provide in-house cleaning and object treatment, using appropriate methods as instructed by CCO
Potential skills include:	<ul style="list-style-type: none"> • project management • archival processes • research • communication • interpretation and copywriting • volunteer co-ordination • public speaking
Skills requirement:	<ul style="list-style-type: none"> • good communication skills • good attention to detail • good written skills • good organisational skills • adaptable to a busy and diverse working environment • friendly and approachable • self-starting • good manual dexterity • comfortable using a ladder
Availability:	Monday and/or Thursday throughout the year, except holidays.
Main contact:	Roxane Burke, collections and conservation officer
Training and 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 6 weeks. At the end of this an appropriate person will catch up with you this is an opportunity for both parties to reflect and

	<p>make any adjustments to the role that are needed</p> <ul style="list-style-type: none"> • 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:</p> <p>https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing volunteer@fulhampalace.org or calling 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>	