



## Elmbridge Museum

### Volunteer role profile

<b>ROLE:</b>	Local Studies/Collections Volunteer
<b>TYPE:</b>	Unpaid, voluntary
<b>DBS CHECK:</b>	Not applicable
<b>DIVISION:</b>	Leisure & Culture Services
<b>TEAM:</b>	Elmbridge Museum

#### REPORTING STRUCTURE

**Reports to:** Collections Officer

**PEOPLE MANAGEMENT:** Not applicable

#### ROLE PURPOSE:

To work as a member of the Elmbridge Museum team, assisting the Collections Officer with answering local history enquiries and supervising visitors in the Local Studies room, and contributing to an on-line catalogue of the collections.

# Role Description

## 1. The role in its wider context

- Generally - to help the Elmbridge Museum in its aim to collect, preserve and interpret the cultural and natural heritage of the EBC for the benefit of all its residents and visitors.
- Specifically - to assist with updating records on Emu collections database as well as supervising the Local Studies Room and answering enquiries received by email, telephone, letter and in person, to enable fuller access to the Borough's collections.

## 2. Main aspects of the job (full training to be provided)

- To answer local history enquiries received by email, telephone, letter and in person
- To check content and rehouse newspapers & magazine cuttings
- To update EMu collections database with migration c/f queries
- To identify object acceptance letters & annotate accession number and input onto EMu and sort/prepare for IDOXing
- To transfer / cross checking of Catalogue index cards data to EMu
- To check of Museum Accession Registers against EMu database catalogue records.
- To check objects where location is unknown or object missing and investigate
- To investigate Photo 2000 project and grant conditions for CO & MCEM to decide for accessioning / disposal.
- To assist with the Costume Store Audit Project
- To assist with the Elmgrove Store Audit Project
- To continue preparation for transfer of approved documents to the Surrey History Centre as authorised under ICMDMs.
- To assist with Numismatics re-housing with SSN advise and EMu update.
- To continue with re-housing and EMu update of Glass Negatives & Lantern Slides.
- To assist with Object Entry Form backlog - identify and list if appropriate for consideration by CO & MCEM as to acceptance / return / transfer.
- To assist with Object Entry Forms/Donor Forms – annotate with accession numbers and ensure info is recorded on Emu
- To assist with Object Exit Forms – annotate information on EMu.
- To assist with Loan Forms (in and out) – annotate information on EMu.

## 3. What you will work with

- A collection of over 40,000 artefacts and archives, illustrating life in the Borough from the Stone Age to the 21<sup>st</sup> Century. There are objects, photographs and documents relating to the themes of archaeology, costume, domestic, education, geology, natural history, personal, local history, social history, trades, war and services.

- Research items including books, journals, street directories, maps, and other family and local history resources.

#### 4. Contacts

Museum Community Engagement Manager, Collections Officer, other Museum staff, other Museum volunteers.

#### 5. Duration of role

Volunteers will work 2 to 3 hour shifts (Monday, Tuesday & Wednesday), based at Elmbridge Museum in Esher.  
Equivalent of one day per week for a minimum of three months initially.

## What you can offer us

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<b>1. QUALIFICATIONS</b>
Not applicable
<b>2. ESSENTIAL SKILLS AND EXPERIENCE</b>
A familiarity with computers, including use of the internet
An enthusiasm for research
The ability to work methodically and with attention to detail
The ability to work equally well alone or as part of a team
The flexibility to adapt to different tasks when necessary
The ability to work in a friendly and helpful manner to reflect a good image of the Service
<b>3. DESIRABLE SKILLS AND EXPERIENCE</b>
Experience of computerised cataloguing - an asset, but full training can be given.
An interest in history, museums and collections. This can include local, family or house history; photography; or any other related subject

## What we can offer you

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<b>1. TRAINING</b>
Specific to the role, including online cataloguing, local history research, and document handling
<b>2. KNOWLEDGE AND SKILLS</b>
Cataloguing, photograph identification and dating, local history resources, document preservation
<b>3. WORK PLACE EXPERIENCE</b>

Working with museum collections and discovering a lot about your local history.
<b>4. TEAM WORK</b>
Working collaboratively with others and completing tasks as part of a group.
The opportunity to work with and meet new people in a friendly environment
<b>5. ENCOURAGEMENT AND ADVICE</b>
To extend your work, whether through further research, or by contributing articles and web features, etc.
<b>6. REFERENCES</b>