



**Elmbridge**  
Borough Council  
*... bridging the communities ...*

**Elmbridge  
Museum**

## **Local Studies/Collections Volunteer**

3 to 3 ½ hour per day (Monday - Thursday), based at Elmbridge Museum, Civic Centre in Esher

Elmbridge Museum is looking for enthusiastic volunteers to help out the 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.

This role involves assisting with updating records on the 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 Museum's collections.

The successful candidate will possess the following essential attributes:

- An enthusiasm for research
- A familiarity with computers, including use of the internet
- 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

We will be looking for the following desirable skills and experience:

- 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

Elmbridge Museum is based at Elmbridge Borough Council's Civic Centre offices in Esher.



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**For more information and how to apply, please visit**  
<http://www.elmbridge.gov.uk/council/volunteering-and-work-experience/>

**For more information please call Clara Pereira, Museum Community  
Engagement Manager on 01372 474588 or email at**  
[cpereira@elmbridge.gov.uk](mailto:cpereira@elmbridge.gov.uk) .



Please note that we do not accept CVs  
without an application form  
Elmbridge is an Equal Opportunities Employer



INVESTOR IN PEOPLE