



## Volunteer Role Description

### Museum volunteer

As a volunteer you will become an important part of Hall Place, supporting our work.

Hall Place is responsible for the care and management of Bexley's extensive museum collection, comprising over 50,000 objects. The collection is diverse ranging from natural history, geology and archaeology to costume, painting and furniture.

With such a large collection we need to maintain good documentation and curatorial practice. Help is required to accurately update the museum database with object information including photography and research information. You would be required to have some prior museum experience due to the nature of the work undertaken and only a certain level of training can be given due to staff constraints. Basic object handling and museum database work would be desirable.

#### **Location:**

Curatorial office, in the main office in the visitor centre. Hall Place & Gardens, Bourne Road, Bexley DA5 1PQ

#### **What's involved?**

- Being desk-based in the curatorial office at Hall Place, with occasional working in the historic house or museum store which is situated off-site
- Documenting museum objects on Modes Complete - the museum database
- Researching historical information for objects
- Digitising objects
- Carrying out accurate data input
- Occasional physical numbering of objects
- Occasional basic cleaning of objects

#### **This role would suit people who:**

- Are interested in history and researching historical information
- Are interested in gaining curatorial experience
- Are confident with Excel and database work
- Are accurate at typing/data inputting
- Are able to maintain concentration whilst working on repetitive tasks

### **What's in it for you?**

- Experience of working with a museum collection and gaining curatorial practice
- An opportunity to meet new people with shared interests
- Development of communication skills
- Confidence building
- All instruction would be given, and you would be supervised so can ask questions or for help at any time

### **How much time would you need to give?**

- One day per week (11am – 4pm)
- All volunteers start on a one month trial
- All volunteers will be reviewed at the end of their trial period, and if appropriate a continued placement will be offered

### **Expenses**

We are able to reimburse reasonable travel expenses to and from sessions. Expenses can be claimed and paid on a monthly basis. Please ask the Volunteer Co-ordinator Kirsty for more details.

Please get in touch if you have any questions:

Kirsty Macklen

**Collections Manager**

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***Please note: this role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract***