

Museum Archive Volunteer



Role Description

By joining us as a museum archive volunteer, you will assist the curatorial team with practical and administrative tasks relating to the creation of a new museum archive.

Main Activities:

- **Learn and use museum-based skills including inventory and documentation**
- **Assisting with the sorting of papers into categories**
- **Assisting the curatorial assistant with moving boxes to and from the gallery**
- **Checking and documenting existing archival systems**
- **Create lists of sorted material**
- **Input data into our new archive database**
- **Other tasks that evolve within the remit of helping create a new museum archive**

Benefits:

- Get hands-on experience working with archive material at the Quaker Tapestry
- Gain an insight into how museums create a formal archive
- Join a community of friendly people

- We have a bursary fund to help towards travel costs for volunteers. If you are a Quaker your local Meeting may also have bursaries to help towards your cost of volunteering with us

Who we are looking for:

- **Organised and reliable individuals who can ideally commit to at least an average of 3 hours per week for a minimum period of 3 months. We work flexibly with our volunteers to find a frequency and duration that suits them, so please don't hesitate to apply.**
- **People who have a passion for history and wish to learn more about Quaker and local social history, in particular**
- **Those with an interest in museums and/or archives**
- **No prior experience is required, we will provide you with all the training and information necessary**
- **Ideally, will have some reasonable physical strength to carry individual boxes of papers from one location to another and be comfortable with climbing stairs and moving around in tight/crowded spaces. *However, we are committed to accessibility for all our volunteers and this is not a requirement to be an archive volunteer with us.***

How to get involved:

Email us at info@quaker-tapestry.co.uk telling us a little bit about yourself and why you would like to volunteer with us.

As a Museums Collections Volunteer you will be supervised by the Curatorial Assistant and the General Manager. Volunteers are an important part of our community here at the Quaker Tapestry Museum and you will play a key role in supporting our ongoing commitment to care for and document our collection. We are dedicated to providing volunteering opportunities of a high standard.