

Collections Volunteer Role Description

Why volunteer? Did you know, volunteering has been proved to benefit your overall well-being as well as your community?

About the Museum: We are a small independent museum (affiliated to the Association of Independent Museums) and a charity registered with the Charity Commission. The museum is staffed and run entirely by volunteers. It focuses on the history and heritage of Marlow and its surrounding villages of Little Marlow, Marlow Bottom, Bisham, Medmenham and Greater Marlow. The museum opened in 2009 and is currently working towards Accreditation with the Arts Council. Our long-term aim is to acquire larger premises to do greater justice to the fascinating history and heritage of this beautiful area.

About the role of Collections Volunteer: We are looking for enthusiastic volunteers with good attention to detail to help us document and record our collection according to the standards required for the museum to become Accredited. This volunteer opportunity will be of interest to anyone who is meticulous, enjoys solving problems, is able to use Excel and would be willing to learn to use the standard museum software, Modes. Training will be given on the procedures and on how to use Modes software to catalogue the collection.

You will be responsible to: the Secretary and the Chair of Trustees, until a Collections Manager is appointed.

Volunteer hours: Because of the training given and the tasks involved, the role will require a commitment of approximately one day a week for a minimum of one year. All roles at the museum include a trial period of 25 hours to ensure the role is right for you and the museum team.

What we would like you to do:

Learn about implementing the museum's policies and procedures for Documenting the Collection.

Learn about implementing the museum's policies and procedures on the Care of the Collection.

Assist us to

complete an Inventory of the collection

review the paperwork for each item in the museum's collection and fill in the gaps where possible, making sure all items have numbers, names, locations and are designated as accessioned or loaned.

ensure all owned objects are entered correctly in the Accessions Register.

ensure all loans are specified and time limited.

digitise the museum collection by scanning and photographing objects.

Undertake Modes training with others and begin to use it as the museum's Collection database.

What you will need:

An enthusiasm for documenting the Marlow collection

A willingness to follow procedures and seek advice when appropriate
Methodical working with an attention to detail
A team player, able to interact with other volunteers
A willingness to undertake training and follow guidelines
Ability to work alone or as part of a close-knit team
Good basic computer skills and a willingness to learn more

Desirable but not essential experience:

- a. Previous volunteering, or work in, a museum
- b. Experience of digital databases

What we offer you:

The chance to learn new skills and build up existing ones
The opportunity to make new friends and work within a team
Social events
A regular Newsletter
The knowledge that you have made a positive contribution to the long-term future of the museum

Please note: *You must be at least 18 years old to volunteer at Marlow Museum.*

How to Apply: *Please fill out the application form and send it to contact@marlowmuseum.org, Marlow Museum, Court Garden, Pound Lane, Marlow SL7 2A*

[Apply now](#)