



Reg. Charity No. 1187853
Court Garden, Pound Lane, Marlow, Bucks SL7 2AE

Collections and Exhibitions Volunteer Role Description

About the role and key tasks:

We are looking for enthusiastic volunteers with good attention to detail to help us care for and document our Collection. As part of this role you will help us to:

- Help us maintain our Accreditation Standard by implementing the museum's policies and procedures for documenting and caring for the Collection
- Complete the transfer of our inventory of the collection to our collections database
- Review the paperwork for each item in the museum's collection and fill in the gaps where possible
- Ensure all owned objects are entered correctly in the Accessions Register and all loans are specified and time limited
- Digitise the museum collection by scanning and photographing objects
- Undertake MODES training to embed its use as the museum's Collection database.
- Support the development of exhibitions and displays in the museum and at other locations around Marlow

You will be supported by the Collections and Exhibitions team leaders and the Museum Development Project Manager

Skills, experience and qualities

No previous experience is required for this role but some basic IT skills may be helpful. We will support volunteers to learn new skills and increase experience if required.

We hope you will bring to the museum:

- Enthusiasm for documenting the Marlow collection
- A willingness to learn
- Follow procedures and seek advice when appropriate
- Methodical working with an attention to detail
- Ability to work within a team and interact positively with other volunteers
- Good basic computer skills and a willingness to learn

We will offer you:

- Opportunities to learn new skills and build up existing ones
- The opportunity to make new friends and work within a team
- Reimbursement of reasonable travel expenses
- Discount in the M Cafe
- A programme of social events
- A regular Newsletter

Volunteer hours:

Flexible. We encourage volunteers to support the museum during opening hours to ensure there is plentiful support on hand. Visit our website for current opening times.

If you would like to volunteer at other times please let us know and we would be happy to discuss how this might work.

Location

Marlow Museum Store, Court Gardens, Pound Lane, Marlow, SL7 2AE

Training and other opportunities

All training for the role will be provided including an induction to the museum. Role specific training will include object handling and Collections database training (MODES).

The museum organises a programme of volunteer social and training events throughout the year for all volunteers including a monthly informal meet up in the M cafe.

If you have particular interests or needs please highlight these to us so we can make any necessary adjustments.

Application process

Please contact us to discuss volunteering at the museum or request an application form. Alternatively you can complete the online application form via this link.

Following receipt of your interest in volunteering we will invite you to meet a member of the existing team. In this meeting we will share our volunteer agreement with you which outlines in full what you can expect from the museum and the behaviours we expect from our volunteers. **Please contact us if you would like to see a copy in advance of an introductory meeting.** We will also discuss any training you might need and other opportunities and benefits related to being a volunteer at Marlow Museum.

All roles at the museum include a trial period to ensure the role is right for you and the museum team.