



JARROW HALL MUSEUM COLLECTIONS VOLUNTEER

JOB TITLE	Museum Collections Volunteer
REPORTS TO	Volunteer Coordinator, Collections Coordinator
LOCATION	Jarrow Hall, Church Bank, NE32 3DY

WHY WE WANT YOU

Our Museum Collections Volunteers assist Jarrow Hall 'behind the scenes', carrying out vital work on our fascinating collections and helping to preserve them for future generations. They get hands on experience with history and with an exceptional attention for detail are able to care and document our valuable objects.

As a volunteer at Jarrow Hall you will be entitled to certain benefits in return for your time. As a key part of the team you will be expected to play a proactive and dynamic role alongside your fellow volunteers and staff to ensure that Jarrow Hall builds and maintains a reputation as one of the finest, most welcoming and best loved venues in the region and beyond.

IS THIS ROLE FOR YOU?

As a Museum Collections Volunteer you have a great opportunity to get behind the scenes working with our valuable Anglo-Saxon and Social History collections. This role would be ideally suited to people who:

- Have a genuine interest in preserving museum collections and collection work
- Good accuracy and attention to detail
- Are comfortable using a computer
- Have knowledge of or interest in Anglo-Saxon and Georgian history or are keen to learn more
- Wants to work in a friendly team with other staff and volunteers

KEY TASKS

Museum Collections Volunteer Responsibilities

- Assist staff in handling, packaging, labelling and relocation of objects in the collection stores.
- Cataloguing objects including scanning archival material, taking photographs, recording measurements and basic condition checking.
- Updating existing records on the collection management system and creating new records.
- Assisting with housekeeping duties such as cleaning permanent display cases and the collection using suitable conservation equipment
- Learning and developing knowledge on preventative conservation techniques and putting them in to practice
- From time to time, there may be other curatorial tasks and projects that arise that you could assist with, such as research or transcribing opportunities
- Working within all Jarrow Hall Health and Safety procedures as appropriate
- Assist other volunteers and staff across the site when needed

General Volunteer Responsibilities

- Demonstrate integrity, honesty, and knowledge to promote our culture, values and mission.
- Keep up to date with events and activities on-site so you can share your knowledge with our visitors and provide a high standard of visitor welcome and care.
- Proactively engage visitors to inform, delight and encourage support as appropriate.
- Deal with any visitor issues efficiently and politely, redirecting as appropriate.
- Be an ambassador for Jarrow Hall, the local area and the UK.

Other Responsibilities

- Commit to a minimum of 1 shift per week of 4 hours or more between 09.30 and 16.30 during opening days which vary.
- Follow all instruction and policy both outlined at induction and introduced in the future.
- Undertake training and development as required across areas including but not limited to historical and site knowledge, safeguarding, health and safety.
- Any other duties as reasonably requested to fulfil the objectives of Jarrow Hall and Groundwork.

REVIEWED BY:	Marco Romeo Pitone
DATE:	12/06/2021