**A picture containing diagram

Description automatically generated Volunteers Wanted!**

Beck Isle Museum is currently undergoing a collections rationalisation and accessibility project, there are several roles within this project for volunteers. These roles will be ongoing until Dec 2025

**Main Duties**

**Researcher (recruiting now)**

* To carry out research into the history of specific objects or manufacturing companies
* To complete proforma sheets with the research for select objects
* To complete research on the changes over time of certain items eg irons, laundry etc
* To feed back the research and significance of the object to the collections assistant
* To assist the collections assistant in the writing up the research into exhibition labels

**Cataloguer (recruiting now)**

* Movement of objects off shelves in the stores (some large, heavy or awkward shaped)
* Record specific information for individual objects on a digital spreadsheet
* Photograph each object and record on digital spreadsheet
* Package objects away and place back onto shelves in storage
* Liaise regularly with the collections assistant about objects and cataloguing

**Packaging (recruiting now to start March 2025)**

* To carry museum objects and boxes between the shelves in the stores and tables
* To handle museum objects appropriately after training has been provided
* To wrap and package individual objects once training has been provided
* To package boxes of objects once training has been provided
* To be able to work individually and withing pairs or small groups
* To liaise with the collections assistant throughout the process

**How much time will I be expected to give**

Researcher – at least one day a week, preferably on a Monday, Tuesday or Wednesday and will continue over the winter season

Cataloguer - at least one day a week, preferably on a Monday, Tuesday or Wednesday and will continue over the winter season

Packaging – at least one morning/afternoon once a week starting in March/April

**What skills, qualities and experience do I need?**

* ICT literate
* Willingness to undertake relevant training
* Good verbal and written communication skills
* Ability to handle objects of various sizes, weights, shapes and materials

**What support and training will I receive?**

You will be managed by the Operational Manager and the Collections assistant. Relevant training for the roles will be provided for by the operational manager and the collections assistant.

**What can I expect from the museum?**

* To become part of a motivated and enthusiastic team
* To learn about the museum and local history
* To meet new people within your local community
* The learn new skills
* A 10% discount in the museum shop
* A rest room with tea and coffee provided
* We are member of the Volunteer Pink Pass. After three months volunteering you will receive a pink pass which entitles you to free and discounted entry to hundreds of museums across the North of England
* Free carparking whilst carrying out volunteering duties (subject to availability)

**Other information**

* The role is open to volunteers aged 18+
* This role is not a regulated activity and therefore does not require an additional safeguarding (DBS) check

If you are interested in one or more of the roles, please express your interest via email to [opsmanager@beckiselmuseum.org.uk](mailto:opsmanager@beckiselmuseum.org.uk) explain why you think you would be suitable for this role.

Or for further information or an informal chat please contact Leonie McKenzie [collection@beckislemuseum.org.uk](mailto:collection@beckislemuseum.org.uk) 01751473653