** 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 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 01751473653