

John Bunyan Museum – Volunteer role profile

Role title:

Collections Vounteer

Principle Function:

To assist in the care and presentation of the John Bunyan Museum and Library Collection to ensure the continual high standard of care in line with Museum Accreditation Standards.

Duties:

- To assist the Curator/ Librarian in the Environmental monitoring of the collection, gallery and store.
- To assist in the security of the collection
- To assist with the cleaning and repacking of objects from the collection
- To assist with the documentation, cataloguing and digitising of the museum collection
- To assist with temporary exhibitions and redisplay of the gallery space
- To assist the development of outreach and handling collection
- To promote and apply the Bunyan Meeting health & safety policy
- To clean; as required

Optional Duties:

- To help with holiday activities
- To assist in the development of family activities and school visits
- To assist as an Education Volunteer (see role description)
- To assist as a Museum Steward (see role description)

Reporting to:

Curator

Hours:

By arrangement
A minimum of half a day is preferred

Dress Code:

Practical and comfortable for working in the storage areas and for handling collections

Training:

- Handling, packing and cleaning training with Curator
- Computer as required
- Notes on collections care
- All operational procedures

Note:

- All appointments would be at the discretion of the Curator and subject to a probationary period to ascertain the correct choice for both parties
- To be in sympathy with our Christian aims and objectives as we are a church run museum.

Personal qualities required:

- Smart appearance
 - Enjoy working in a team environment
 - Happy to work independently
 - Enjoy or would like to get more experience working with museum collections/ displays
 - Possess or would like to develop strong collection care skills
 - Attention to detail and recording information accurately
 - Able to work to set guidelines
 - Security conscious
 - Good communication skills
 - Willingness to learn new skills
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- Interest in John Bunyan, local history, museums or churches helpful but **not essential**