



Volunteer Museum Assistant

Task Description

This task description has been designed to assist you to be clear about what you are being asked to do while volunteering with Newhaven Fort. It is intended to act as a guide and will not cover every detail of your role.

Your task description will be regularly reviewed with your named supervisor and it is there to try and ensure that you are not asked to do anything unreasonable, or that you are not qualified, or have not been trained to do. If you have any queries about this task description, please raise them with your supervisor.

Main Tasks	Record keeping & maintaining the museum collection; <ul style="list-style-type: none">• maintaining collection inventory.• logging new materials/objects into the museum collection.• recording exhibit locations• monitoring pest and environmental control levels• maintaining library and archive records• labelling and marking of objects and archives, including boxing and packaging of exhibits• ensuring maintenance of standards required for Museum Accreditation status• maintaining, cleaning the museum exhibits and displays Researching, labelling and interpretation; <ul style="list-style-type: none">• construction and setting up of display and exhibitions (on and off-site) Research; <ul style="list-style-type: none">• Researching the fort's collections and related topics, and answering research inquiries about them, in person and/or in writing• Suggesting ideas for new ways of planning displays, exhibits etc.
Supervisor	Philip Baldock
Date of Last Review	15/09/16

Role Specification

- Willingness to attend regular meeting with supervisor and on-going training.
- Need to listen to and follow clear instructions for the supervisor.
- Volunteers in this role need to be keen to work in a team
- Training in all the basic tasks in this role will be given to all museum assistant volunteers.
- Possible further training opportunities related to this role can be discussed.
- Some word processing skills and experience would be desirable, but this is not essential.
- This role would ideally suit someone who has an interest in history and a methodical approach to research and record keeping.