

# Volunteer Role Description

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*Role title:*

Collections Assistant

*Principal function:*

To assist with research linking to specific projects being undertaken by Port Sunlight Museum and to support ongoing collection research.

*Duties:*

- To assist with historical research
- To assist with image research
- To assist with basic object cataloguing and repair
- To be involved with preparing exhibition text
- To assist with oral history recordings (with training)
- To be involved with typing up oral history recordings
- To assist with history fairs in the local area

This list is only a guide to the types of duties that may be required.

*Reporting to:*

Community Curator

*Location:*

Collections Study Centre, Greendale Road

*Hours:*

By arrangement

A minimum of half a day per week is preferred, 9-1 or 1-5

*Dress Code:*

For work in the Collection Study Centre a smart casual outfit would be appropriate. If attending an event, representing Port Sunlight Museum a neat appearance is required and a volunteer badge must be visible at all times.

*Training:*

Induction training

- Welcome pack
- Induction checklist

Job specific training:

- All operational procedures

*Personal qualities required:*

- Research experience
- Interest in history and Port Sunlight history
- Strong communication skills, both verbal and written