



# ARCHIVE VOLUNTEER

## PURPOSE OF ROLE

To assist with the ongoing collections management of the Ravenglass Railway Museum archive. By volunteering with us you will work at the Ravenglass Railway Museum to develop an understanding of the archive collections, develop cataloguing and digitising skills and gain knowledge and experience.

As well as physical objects the museum possesses a wealth of archive material (including photographs, plans and ephemera) which documents the history of the Ravenglass & Eskdale Railway. This material was moved to a brand-new archive room store in 2017 where it is being catalogued with MODES software, digitised and stored to museum-standards. It is important that the archive is protected to make it available for future generations not only for enthusiast and academic research but also to develop new exhibitions in the museum and be a firm ground on which to add material to continue to record the history of the line.

## DUTIES

- To assist with the cleaning and repacking of objects from the collection
- To assist with the documentation, cataloguing and digitising of the museum collection and incoming donations
- To assist with research enquiries and the creation of temporary exhibitions
- To assist the development of outreach and handling collections

## SKILLS AND ATTRIBUTES

We're looking for volunteers that have;

- A passion for the Ravenglass Railway Museum
- Excellent communication and team-working skills
- An interest in working with archive collections
- Good attention to detail
- Ability to work as part of a team
- Ability to undertake seated/computer-based work for a period of time
- Ability to communicate effectively with other members of the team
- Willingness to attend appropriate training and develop your skills
- Experience of using MODES helpful but not essential as training can be provided

## RENUMERATION

The Museum is unable to provide travel expenses but tokens for a free lunch are available.

## SUPERVISORS

Collections Assistant                      Volunteer Archivist

Claire Winter-Moore                      Dave Simpson

Aug 2021