

The Norris Museum – Volunteer Role Description

Title:	Collections and Exhibitions Volunteer
Role summary - why we need you!	The Norris Museum has an amazing collection of around 30,000 artefacts, paintings, documents and photographs and the collection continues to grow. We need people to help us catalogue and research this collection, to help in preserving it for future generations to enjoy and to prepare displays that bring objects and their stories to life for our visitors in our programme of changing exhibitions.
Where:	The Norris Museum
When:	The museum is open to the public Mon-Sat 10am-4pm and Sunday afternoons. Most volunteering takes place on weekdays within these times, but due to the nature of this role the ability to offer time when the museum is closed and “behind the scenes” work can take place would be an advantage.
Commitment:	1 half day/week To enable the best outcome for both volunteers and the museum, it is hoped that volunteers stay in their role for a minimum of 6 months.
Duration:	Ongoing
Desirable Requirements:	An interest in history and heritage. Literacy and IT skills. Methodical and careful approach to work. Ability to work independently and as part of a team.
Duties and activities:	Work with the assistance of the Curator to label, appropriately store and arrange items for display; cataloguing items on a computer; assisting with display preparation and research; digitising and archiving photographs and documents; helping with conservation “housekeeping” and some maintenance tasks e.g. changing light bulbs, painting.
What we will provide for you:	Induction and Volunteer pack. Supportive friendly atmosphere. Opportunity to work on interesting, unique objects and their stories. Regular update and input meetings. Regular supervision and annual Appraisal.

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	Health and Safety, Data Protection and Equality standards
Additional information	Reports to : Curator
How to apply:	Please contact Curator Sarah Russell or Assistant Curator Gilly Vose info@norrismuseum.org.uk 01480 497314 for an application form. Two references from individuals over the age of 18 in a professional capacity will be required.
We hope you will:	Have fun! Meet the time commitments and standards agreed. Give us as much notice as possible if you are unable to provide the support. Support and respect St Ives Town Council's

Thank you for your interest in volunteering for The Norris Museum. Once we have received your application form, you will be invited to come in for an informal chat.

We very much appreciate our volunteers and do our best to make the experience with us enjoyable and rewarding.

The purpose of this role description is to set out the reasonable expectations of both St Ives Town Council and the volunteer. The volunteering arrangement is not a legally binding one and may be cancelled at any time at the discretion of either party. This role is purely voluntary and is not intended to create an employment contract now or in the future.