

## The Norris Museum – Volunteer Role Description

<b>Title:</b>	<b>Library and Archive Volunteer</b>
<b>Role summary - why we need you!</b>	The Norris Museum's library and archive is an important and fascinating repository of documents, photographs, maps and reference books that tell the story of Huntingdonshire through time. It is open by appointment to members of the public who wish to consult these holdings. Enquiries also come in by email from across the globe. There is also work to be done cataloguing and indexing (e.g. local newspapers) to make the collection as accessible to people as possible.
<b>Where:</b>	The Norris Museum
<b>When:</b>	The museum's research room is available during museum opening hours, Mon-Sat 10am-4pm for members of the public who book to come and research local or family history. You will be part of a small team of volunteers who supervise the research room and work on archive cataloguing/indexing tasks.
<b>Commitment:</b>	One half day a 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.
<b>Duration:</b>	Ongoing
<b>Desirable Requirements:</b>	Interest in History. Enjoy meeting members of the public. Good communicator. Well organised, careful and meticulous worker. Computer literate. Team player.
<b>Duties and activities:</b>	Supporting the Curator and Museum Assistants in supervising the research room and the security of its collections; helping to get out and put away documents; helping with computer indexing tasks; listing and packaging archive material
<b>What we will provide for you:</b>	Induction and Volunteer pack. Supportive friendly atmosphere, shadowing other staff and volunteers and learning "on the job". Opportunity to work with fascinating historical documents and learn new skills. Regular update and input meetings. Occasional training days off site. Regular supervision and annual Appraisal.

## The Norris Museum – Volunteer Role Description

<b>We hope you will:</b>	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 Health and Safety, Data Protection and Equality standards
<b>Additional information</b>	The role will include some lifting of archive storage boxes and their retrieval from a roller racking system, possible requiring step ladders. Reports to : Curator
<b>How to apply:</b>	Please contact Curator Sarah Russell or Assistant Curator Gilly Vose <a href="mailto:info@norrismuseum.org.uk">info@norrismuseum.org.uk</a> 01480 497314 for an application form. Two references from individuals over the age of 18 in a professional capacity will be required.

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.**