

The Norris Museum – Volunteer Role Description

Title:	Oral History Volunteer
Role summary - why we need you!	The Norris is keen to add to its archive of local stories and information by interviewing Huntingdonshire residents and recording their life experiences. These interviews will be available to researchers and be used to create interesting exhibitions on aspects of the past within living memory. They will also create an important archive for the future.
Where:	The Norris Museum and interviewees homes; interviews can be transcribed at home.
When:	At a time to suit both the interviewer and interviewee
Commitment:	1 day/month or by arrangement 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 recent history. Good communicator. Enjoys meeting people. Patience and ability to listen. Ability to deal with potentially stressful or moving situations. Literacy and IT skills. Happy to work on own.
Duties and activities:	Interviewing candidates identified by the Curator and Assistant Curator and recording their memories via digital recording equipment; transcribing recordings to form a text document of the interviews; editing recordings to make “sound bites” for displays and educational use.
What we will provide for you:	Training from an Oral History Society approved trainer. Supportive friendly atmosphere, shadowing other staff and volunteers and learning “on the job”. Opportunity to work on interesting heritage projects and learn new skills e.g. editing interviews and uploading clips to website. Regular update and input meetings. Annual Appraisal. There is a limited volunteer fund available for travel expenses to venues away from the museum.

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<p>We hope you will:</p>	<p>Have fun! Meet the time commitments and standards</p>
	<p>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</p>
<p>Additional information</p>	<p>As this role involves visiting people in their own homes, we will need to carry out a DBS check on all volunteers in this role. Any information about you is kept strictly confidential as is our legal obligation. You are responsible for you own personal safety. Reports to : Curator/ Assistant Curator</p>
<p>How to apply:</p>	<p>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.</p>

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.