



Watford Museum



**WATFORD
BOROUGH
COUNCIL**

Volunteer Role Description: Collections Inventory Volunteer

Are you interested in helping the team at Watford Museum behind the scenes?

About Watford Museum

Watford Museum is about to undergo a major transformation following a successful grant of £68,000 from National Lottery Heritage Fund toward our Re-imagine Watford Museum project.

Re-imagine Watford Museum will create an exciting new Museum and Heritage Service for Watford, relocating Watford Museum to Watford Town Hall, creating a new home to tell the town's story, bringing together local history from over the centuries. The re-visioned space will also include a dedicated Museum shop and a café.

The Collections

Watford Museum's collections tell the story of Watford from prehistory to the present day. The collections comprise of Social and Industrial ephemera, Archaeology, Fine Art, and Photography.

<https://www.watfordmuseum.org.uk/collections>

What will I be doing?

As a Collections Inventory Volunteer, you will be helping the Collections Officers to do the following:

- You will be using a spreadsheet to record important information about objects, including accession numbers, location, condition.
- You will be taking photographs of objects that will go on our collections database.

Full training will be given and there will be information sheets for you to refer to.

Where will I be based?

You will be based at the museum while we are closed to the public. This may be in the museum's basement or on the ground and first floors. The ground and first floors are accessible by lift.

How much time will I be expected to give?

Ideally, we would love it if you could commit to a few hours every week, on Tuesday, Wednesday or Friday. This could be morning, afternoon, or a full day.

Ideally you will be available for an initial period of 3 months and we will review the voluntary role at 3 monthly intervals after that.

What skills, qualities and experience do I need?

No qualifications are necessary, and we hope you will enjoy gaining new skills.

For this voluntary role, we do ask that you have experience of using a digital camera and/or computer, whether it be Word or Excel.

This voluntary role would suit people who:

- Enjoy being part of a team, supporting staff and other volunteers
- Are enthusiastic and willing to learn about the museum
- Are reliable
- Are able to undertake tasks with and without supervision
- Are willing to undertake training and follow guidelines
- Are happy to undertake tasks alone or as part of a close-knit team
- Are methodical, with an attention to detail
- Are happy to enter information onto spreadsheets on a laptop (training will be given)
- Can follow the museum's guidelines, policies and procedures

What support and training will I receive?

We will provide you with training to enable you to handle historic objects. Full training will be given in how to use our collections database. Supervision and support will be provided by our Collections Officers.

There will be ongoing opportunities to review your volunteering, to check that it is meeting your expectations and we are both happy in the volunteering relationship. This will enable us to offer ongoing support and further training if required.

What will the museum expect from me?

- To be reliable in attendance and dependable
- To maintain good relationships with other volunteers and museum staff
- To undertake appropriate training
- To observe the museum's policies and procedures
- To support the museum's vision and values

What can I expect from the museum?

- An enjoyable experience with our friendly and dedicated team
- An opportunity to get close to interesting and unique objects
- A secure space to put your belongings and leave your lunch/snacks (fridge), free coffee, tea and biscuits
- The opportunity to learn and develop new skills and experience
- To be treated fairly and with respect
- Appreciation for your contribution
- Satisfaction of giving back to the community; promoting the work of the museum