



# Royal Engineers Museum

## Role Title: Collections Volunteer

**Purpose:** To assist curatorial staff with accessioning and cataloguing the RE Museum's object collection.

**Location:** Royal Engineers Museum, Gillingham

**Reports to:** Deputy Curator (Collections Management)

**Time Commitment:** One or two days a week (Thursday or Friday, approximately 10-4) to start by the end of February for six months with the possibility of renewal by mutual consent, three placements available.

### Key Responsibilities:

- Assist the Curatorial staff with cataloguing the stored collection and enhancing the museum's database including research, writing accurate object descriptions and photography
- Assist curatorial staff in making the museum collection accessible through the development of the online catalogue
- Assisting staff with other administrative tasks including general research, displays, curatorial enquiries and other project work.
- Other duties as assigned.

### This role would suit someone

- interested in museums/heritage
- who is able to work as part of a team
- who has a good level of computer literacy
- who has good communication skills

**Experience:** No experience is necessary but the following would be an advantage:

- Knowledge of subjects related to museums collection
- Previous experience of working with museum collections

**Training:** Training will be provided in object handling, catalogue level photography, Adlib database as well as any other areas deemed appropriate.

Please note, depending on the voluntary role you register for references and official checks will be carried out.

For more information or to register, please email: [docsofficer@re-museum.co.uk](mailto:docsofficer@re-museum.co.uk)

[www.re-museum.co.uk](http://www.re-museum.co.uk)

