

BARROW BOROUGH COUNCIL

WORK DESCRIPTION

POST: Dock Museum collections volunteer

DEPARTMENT: Dock Museum

TIME COMMITMENT: It is hoped you can offer a commitment of a minimum of 60 hours

HOURS: 10-4PM, to work during the week only, but days to be discussed

DRESS CODE: Black or blue trousers, white shirt or blouse and smart shoes

DESCRIPTION: **Being part of a friendly team and working on exhibitions and collections**

MAIN DUTIES:

Collections work

1. Help with scanning documents and photographs.
2. Help with accessioning objects (writing in the accessions register, labelling and marking objects).
3. Assist with updating of the collections database.
4. Take photographs of the Dock Museum's collection and assist with their processing.
5. Respond to collection and exhibition related enquiries and requests for information

Exhibitions

6. To assist the Curator with exhibition development, including preparing artefacts and works of art for display.

11/6/2021