

VOLUNTEER ROLE PROFILE

Oral History Volunteer

Department:	Curatorial (British Motor Industry Heritage Trust)
Location:	British Motor Museum, Banbury Road, Gaydon, Warwick, CV35 0BJ
Reports to:	Curator Volunteer Coordinator
Key relationships:	Curatorial team Head of Collections
Hours:	Ongoing to fit with duties of the role. Normally this could be between Monday – Friday and between the hours of 10:00 – 15:30.
Key facts:	The museum collections consist of vehicles, ephemera, small artefacts and oral histories with a focus on the social and industrial history of the British motor industry. An interest in the history of the British motor industry is useful but not essential As a volunteer you will not be paid. We will reimburse you out of pocket travel expenses incurred whilst volunteering for us, in line with our policy.

Role specification:

Assisting the Curatorial team with the undertaking of and cataloguing of Oral History interviews and data using the new Collections database system (Axiell).

- Interviewing people who were/are employed within the British motor industry and recording their recollections.
- Completing summary records for the oral history interviews so that information can be easily searched and used.
- Support the collections team in adding oral history information to the Axiell collections database.
- Take part in selecting interview clips for use in exhibitions and online content for the Museum.

Requirements / Skills:

- Care and attention to detail
- Willingness to learn and contribute as part of a busy team
- Able to work independently when necessary
- Basic computer skills, comfortable to input data into a database system. System training will be provided.

Administrative points:

- Training will be provided, including an induction course for new Volunteers, training in oral history techniques, the use of recording equipment and the collection database.
- Equipment will be provided for the project
- As a volunteer you will not be paid for your time, but you will be reimbursed for any out of pocket travel expenses that are incurred during the volunteering and in line with our policy.
- A Volunteer badge and uniform will be provided for the project, as will personal protection equipment (PPE) when required
- The British Motor Museum, operates a non-smoking policy
- Parking is free and available at our main BMM site

Please note this volunteer profile does not form an employment contract between BMM and the volunteer.