

VOLUNTEER ROLE PROFILE

Archive Cataloguing Volunteer

Department:	Archive (British Motor Industry Heritage Trust)
Location:	British Motor Museum, Banbury Road, Gaydon, Warwick, CV35 0BJ
Reports to:	Archivist Senior Archivist Volunteer Coordinator
Key relationships:	Archive Team
Hours:	Sessions will take place 1 day a week, on weekdays. Sessions of approximately 4-6 hours.
Key facts:	Supporting the BMIHT Archive in arranging, interpreting, and preserving archival materials. On-site.

Role specification:

Volunteers will receive the opportunity to get hands-on with some of the archive's most interesting papers and documents. This will involve cataloguing, processing, and packaging historic records.

This is so we can make our archival materials more accessible to the public, researchers, and museum staff. It's also so we can better preserve these fascinating records for the future.

This will begin with a small collection of unsorted archival papers from the 1930s-1940s, relating to a prominent British automotive manufacturer, with potential to extend to other collections later on.

This role would be ideal for someone looking to gain more experience in the heritage sector, or thinking about a career in an archive, library, or museum environment. It may also be enjoyable for enthusiasts of industrial, social, or motoring history.

Requirements / Skills:

Essential:

- An eye for detail.
- Manual dexterity, for working with fragile items.
- Capable of working independently, when necessary.
- Basic computer literacy, with capacity to use Microsoft Office applications such as Excel.

Desirable

- An enthusiasm for archives or museums.
- An interest in 20th century history.

Administrative points:

- Training will be provided where necessary, including an induction course for new Volunteers
- A Volunteer badge and uniform will be provided for the project, as will personal protection equipment (PPE) when required
- The British Motor Museum dress code will apply – uniform will be provided along with personal protection equipment (PPE) as required
- The Museum operates a non-smoking policy
- Parking is free and available at our main Museum site
- There will be an informal interview and references will be taken up
- Mileage (car) is paid at 40p per mile, capped at £10.00 per day
- Public transport costs will be covered to the same extent although provision is very limited in our area
- All volunteers receive an unlimited pass for themselves and one guest to visit the Museum
- Discounts will be available in the Museum shop and cafe

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