**Volunteer Role Description**

**Collections Assistant – Museum Collections Centre**

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| **Supervisor** | Jenny Pape  Collections Care Officer  [museumcollectionscentre@edinburgh.gov.uk](mailto:museumcollectionscentre@edinburgh.gov.uk) | Nico Tyack  Collections Information Officer  [museumcollectionscentre@edinburgh.gov.uk](mailto:museumcollectionscentre@edinburgh.gov.uk) |
| **Role Purpose** | To assist with Museums & Galleries Edinburgh’s ongoing collections care and management work. Our Volunteer Collections Assistants will work as part of a team alongside staff at the Museum Collections Centre (MCC) and other sites as required, condition assessing, repacking and updating object records.  The roles will make an important contribution to the improved knowledge, care and accessibility of our Accredited and Recognised collections. | |
| **Responsibilities** | * Use conservation-grade materials to clean, mark and re-pack items in line with best practice * Catalogue objects on the collections database (includes creating and updating object records to improve object descriptions, measurements and other aspects missing from records * Condition assessment of objects * Assisting with object photography * Occasional work in the stores to improve storage of collections | |
| **Knowledge, Skills & Experience** | * Basic object handling skills * Excellent manual dexterity * Excellent computer literacy; knowledge of Excel useful but not essential * Ability to learn new software * Time management * Good knowledge of Scottish or social history * Ability to work as part of a team and on individual tasks * A flexible approach to work flows * Willingness to carry out repetitive tasks * Good hand eye coordination and attention to detail * Good communication skills and writing style * Reasonable level of physical fitness | |
| **Commitment** | Tuesdays 10:00-15:00 (start and finish times are negotiable).  We anticipate an initial commitment of 4 months. There is a 4 week trial period for this role. | |
| **Support & Training** | Training will be provided in manual handling, basic preventive conservation, packing, and use of our collections management system (EMu). Background to the collection and storage facilities will also be provided. At least one supervisor will be on site with volunteers at all times to provide ongoing support. There will be opportunities to meet and learn from other curatorial staff. | |
| **Expenses** | Pre-paid bus tickets for journeys within Edinburgh can be provided. Unfortunately, we are not able to cover expenses for travel outside Edinburgh or reimburse petrol costs. | |
| **Expectations** | * Commit to agreed dates and times and give reasonable notice of non-attendance * Maintain a positive working relationship with fellow volunteers, staff, and members of the public (who may visit the store) * Abide by Museums & Galleries Edinburgh’s policies and codes of conduct | |
| **Location** | Museum Collections Centre, 10 Broughton Market, Edinburgh EH3 6NU  There may be a need to visit other venues within Edinburgh as part of the role. These will primarily be the Museum of Edinburgh, the City Art Centre and the Museum of Childhood. | |

*Updated: (23/04/2025)*