



ARCHIVE VOLUNTEER

Assist with the cataloguing and digitising of the Ravenglass Railway Museum archive collection.

PURPOSE OF ROLE

By volunteering with us you will work at the Ravenglass Railway Museum to develop an understanding of the archive collections, develop cataloguing and digitising skills and gain knowledge and experience.

As well as physical objects the museum possesses a wealth of archive material (including photographs, plans and ephemera) which tells the history of the Ravenglass & Eskdale Railway. This material is currently stored in various locations and variable conditions. To protect the archive for future generations we need volunteers to move this material to the brand-new archive room and catalogue, digitise and store it to museum-standards. It is important that the archive is protected to make it available for future generations not only for enthusiast and academic research but also to develop new exhibitions in the museum and be a firm ground on which to add material to continue to record the history of the line.

DUTIES

- To assist with the cleaning and repacking of objects from the collection
- To assist with the documentation, cataloguing and digitising of the museum collection
- To assist with the creation of temporary exhibitions
- To assist the development of outreach and handling collections

SKILLS AND ATTRIBUTES

We're looking for volunteers that have;

- A passion for the Ravenglass Railway Museum
- Excellent communication and team-working skills
- An interest in working with archive collections
- Good attention to detail
- Ability to work as part of a team
- Ability to undertake seated/computer-based work for a period of time
- Ability to communicate effectively with other members of the team
- Willingness to attend appropriate training and develop your skills

SUPERVISOR

Project and Activities Manager

David Rounce, Project Manager

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