



Coldharbour Mill Volunteer Role Profile

Role: Curatorial Volunteer

Responsible to: Textiles Curator

Purpose:

To carry out routine curatorial tasks with regard to collections management.

We have large museum collections ranging from industrial machines to textile artefacts, and our archives include both paper and textile items. We need to continue the task of fully digitising our records, as well as ensure that the effects of light, moisture, heat, pests, and other environmental issues can all be monitored effectively and preventive measures undertaken.

Responsibilities:

To assist the Textiles Curator and Coldharbour Mill staff in a range of tasks and projects relating to the upkeep and development of the Museum and its collections.

Key Activities:

1. Help to keep exhibits in good condition
2. Help to update museum catalogue software and reconcile old records.
3. Help to maintain collections management procedures.
4. Help to ensure that archives are appropriately stored.
5. Help to ensure that environmental & other monitoring procedures are followed.
6. Assist with providing interpretation, and with mounting exhibitions and displays.
7. Engage with the public about the heritage of the Mill.
8. Assist with other curatorial tasks and projects that may arise, such as transcribing or research.

Commitment: At least 1 day per week for a sustained period (this can be flexible).

Personal Attributes:

- Enthusiasm and commitment!
- Interest in history, and a desire to learn more
- Previous experience of working in a museum or heritage environment would be useful, but just as important is a willingness to learn, and to work both alone and as a member of a small team.
- An eye for detail.

Desirable, but not essential, skills/qualifications/experience:

- Good written and oral communication skills
- Understanding, or experience, of working within a charitable organisation
- Basic understanding of the issues relating to care and presentation of museum collections
- Knowledge of textile history, or interest in acquiring this.
- Basic computer skills

Support and Training provided: Any necessary training will be provided.

This is a voluntary role and this arrangement should not be seen as either legally binding or an employment contract.