

# John Bunyan Museum – Volunteer role profile



## **Role title:**

Collections Vounteer

## **Principle Function:**

To assist in the care and presentation of the John Bunyan Museum and Library Collection to ensure the continual high standard of care in line with Museum Accreditation Standards.

## **Duties:**

- To assist the Curator/ Librarian in the Environmental monitoring of the collection, gallery and store.
- To assist in the security of the collection
- 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 temporary exhibitions and redisplay of the gallery space
- To assist the development of outreach and handling collection
- To promote and apply the Bunyan Meeting health & safety policy
- To clean; as required

## **Optional Duties:**

- To help with holiday activities
- To assist in the development of family activities and school visits
- To assist as an Education Volunteer (see role description)
- To assist as a Museum Steward (see role description)

## **Reporting to:**

Curator

## **Hours:**

By arrangement  
A minimum of half a day is preferred

## **Dress Code:**

Practical and comfortable for working in the storage areas and for handling collections

### **Training:**

- Handling, packing and cleaning training with Curator
- Computer as required
- Notes on collections care
- All operational procedures

### **Note:**

- All appointments would be at the discretion of the Curator and subject to a probationary period to ascertain the correct choice for both parties
- To be in sympathy with our Christian aims and objectives as we are a church run museum.

### **Personal qualities required:**

- Smart appearance
  - Enjoy working in a team environment
  - Happy to work independently
  - Enjoy or would like to get more experience working with museum collections/ displays
  - Possess or would like to develop strong collection care skills
  - Attention to detail and recording information accurately
  - Able to work to set guidelines
  - Security conscious
  - Good communication skills
  - Willingness to learn new skills
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- Interest in John Bunyan, local history, museums or churches helpful but **not essential**