

Highland Folk Museum: Documentation Volunteer - Role Description

Role Title:	Documentation Volunteer
Responsible to:	Matthew Withey, Curatorial Manager
Where (Location):	Highland Folk Museum, Newtonmore, PH20 1AY
Time commitment:	One half-day (3 hours) a week
Role description:	To assist with the documentation of the Nationally Recognised collections of historic Highland artefacts at Am Fasgadh – the Highland Folk Museum’s purpose-built collections storage facility
Main tasks:	<ul style="list-style-type: none"> • To assist with the input of data onto Adlib, the museum’s computerised management system for collections • To assist with digital scanning and image labelling for items from the collections • To assist with object handling, photography, research, etc. in relation to the computerised management system for collections • To assist with an ongoing audit of the collections
Required skills, qualities and experience	Good levels of computer literacy and previous experience of museum documentation would be an advantage, but not essential as full training and support given. Reliable, enthusiastic individuals, able to devote one half-day a week, preferred.
Training and support available:	Full training and support will be given
Any other Requirements	N/A
Recruitment process:	Initial phone conversation with the Curatorial Manager followed by short interview in person and a formal induction with training
Date role created:	14 December 2018