



ROYSTON  
MUSEUM

## **Collection Volunteer**

### **What will I be doing?**

Our volunteers play a vital role in the operation and development of Royston Museum. As a Collection Volunteer, you will help document and care for Royston Museum's diverse and fascinating Collection. There are just under 20,000 objects that help tell the story of Royston and its people, including archaeology, social and industrial history, costume, photography and art.

### **Key roles**

You will be working with the Curator and other volunteers to help with:

- Scanning documents and photographs
- Caring for and cataloguing the Collection
- Research for enquiries and exhibitions
- Pest management (checking traps etc)
- Environmental monitoring

You will have the opportunity to choose which tasks you would prefer to do, and tasks will be allocated based on preference, need and training.

### **Where will I be based?**

Royston Museum, 5 Lower King Street, Royston, Herts., SG8 5AL

### **How much time will it take?**

You can give as much or as little time as you like. You will be able to access the museum Tues-Fri (9.00-5.00), and you can volunteer at any time that suits you.

### **Who are we looking for?**

We are looking for a diverse range of volunteers from all parts of our community. No skills, experience or qualifications are required.

This role would suit people who:

- Enjoy working with and supporting others
- Are enthusiastic and willing to learn new skills

- Are reliable and able to work without supervision, if necessary
- Enjoy methodical working with an attention to detail

### **What support and training will I receive?**

We will provide you with the necessary training to understand and fulfil your role safely and effectively. There may also be opportunities to attend training with organisations like SHARE Museums East and the Hertfordshire Association of Museums.

We will provide regular support to ensure that you are happy in your role and address any concerns you may have.

### **What can I expect?**

We hope being a volunteer will be an enjoyable and rewarding experience with the opportunity to work closely with interesting and unique objects and learn more about Royston's history. We will aim to provide tasks and activities which are enriching and enable our volunteers to develop new skills.

You be treated fairly and with respect and we will work to support you throughout your time volunteering.

You will become part of our small and friendly team and be an ambassador of Royston Museum Trust.

You will be consulted and updated regularly on any changes and will be invited to social events to recognise your contributions.

### **What will the museum expect from me?**

We expect all volunteers to:

- Help Royston Museum fulfil its aims and objectives
- Perform their role effectively, efficiently and to the best of their ability
- Meet suitable time commitments and museum standards
- Revise and follow all protocol, procedures and policies
- Be professional, friendly and respectful towards everyone
- Be good ambassadors and role models of Royston Museum and positively promote the Trust and its services

### **Contact us**

Interested in becoming a volunteer or want to find out more? Email [hello@roystonmuseum.org.uk](mailto:hello@roystonmuseum.org.uk) or call 01763 242 587.