

MUSEUM *of* BRANDS

Collection Volunteer

Summary

The Museum of Brands located in West London. Our collection volunteers help care for the collection by carrying out regular conservation cleaning, which also ensures the displays look their best for our visitors. Collection Volunteers also help with packing and moving items, making sure the collection is safe and taken care of for future generations. Collections volunteers will be mainly based on site at the Museum, but may occasionally be asked to help out at the storage facilities.

Collection Volunteers support the Museum Founder Robert Opie with the following:

The duties of the Collection Assistant are designed to support the Museum of Brands founder in the care and preservation of the collection at the Museum and store to the highest possible standards. Tasks include:

- Dusting displays and objects
- Packing items
- Moving boxes
- Cleaning windows
- Making sure that the displays look presentable, and reporting any objects that have fallen etc.
- You may need to answer questions from visitors about the work you are doing during Museum open hours
- Writing down notes and helping to write captions

Who we're looking for:

We are looking for a careful and meticulous individual with a positive attitude, able to work in a team and individually. You will have an interest in caring for objects and interest in social history and consumer culture. Collections Volunteers will be expected to:

- To be the friendly face of the Museum of Brands and deliver excellent customer service.
- To be reliable in attendance and dependable
- Help us maintain the highest standards of presentation
- Help us protect the collection by understanding and following our security and safety procedures
- Maintain good working relationships with staff, other volunteers and members of the public
- Observe organisational policy and procedures
- Safeguard confidential information about the Museum of Brands and let us know about anything relating to your role or the work of Museum of Brands that you think might be controversial

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Key Requirements:

Due to the nature of the role, volunteers will be required to have the following skills:

- neat handwriting
- attentive to detail
- physically fit, with good manual dexterity
- ability to take a careful approach with historic objects and surfaces
- good photographic and computer skills would be a bonus

Candidates who do not match this skill set, are encouraged to apply for the Museum Assistant Volunteer role instead.

Training and support:

We have an induction process, during which we give volunteers the information we believe they need to enjoy their time with us. Training is mainly 'on the job', supported by either a staff member or an experienced volunteer. Volunteers are given regular feedback and we remain open to suggestions on how we can improve the volunteer experience. Collection Assistants receive continued training and development throughout their time with us.

Availability:

We are looking for volunteers who would ideally like to donate one 4 hour shift every week, for a minimum of 3 months. Ideally you will be able to start immediately, although this is not essential. Travel and/or lunch expenses will be paid up to £5 per day.

Additional information:

The Museum is committed to treating all volunteers fairly, and with respect. Our volunteering programme offers a welcoming and enjoyable experience for all. After volunteering for three months, the museum can offer reference letters to show future employers and/or education providers.

We rely on our team of dedicated volunteers to keep the Museum running smoothly on a day-to-day basis, and there may be rare and brief occasions when fully trained volunteers will be in the Museum with no manager present.

We invite anyone interested in this role to apply with CV and brief covering note to Liam at liam@museumofbrands.com

Please note: Applicants from some overseas countries are required to have a relevant work permit or student visa in order to volunteer in the U.K. We'll need to see this for our records before volunteering can commence.