



**Collections Volunteer**

<p><b>Principal Function:</b></p>	<p>Based in the former Manor Street School building since 1993, Braintree Museum welcomes visitors to explore the history of Braintree and its surrounding areas, focusing on the District's industrial and cultural achievements and its many notable personalities.</p> <p>The Warner Textile Archive is a nationally significant collection from the luxury textile manufacturer Warner &amp; Sons. The collection is a rich business archive and design resource documenting the vast history of Warner &amp; Sons; from its humble beginnings to a globally recognised brand.</p> <p>We have a wonderful team of collections volunteers, and you'll enable us to increase access to the collections through cataloguing, research, exhibitions, collections care and exciting projects.</p>
<p><b>Duties:</b></p>	<ul style="list-style-type: none"> <li>• Object cataloguing onto our collection database</li> <li>• Collection research</li> <li>• Opportunity to help with planning and putting up exhibitions</li> <li>• Supervised collections care</li> </ul> <p>This is only a guide to the types of duties that may be required</p>
<p><b>Supervisor</b></p>	<p>The Archivist and Collections and Exhibitions Curator</p>
<p><b>Location</b></p>	<p>Braintree Museum and Warner Textile Archive</p>
<p><b>Hours</b></p>	<p>This role best suits someone who can provide about a day a week.</p> <p>Days: Tuesdays to Fridays Times: between 10am – 4pm</p>
<p><b>The role would suit someone who...</b></p>	<ul style="list-style-type: none"> <li>• is willing to learn how to care for our collections</li> <li>• would like to find out more about museums</li> <li>• is interested in helping an independent charity</li> <li>• is confident working on a computer</li> <li>• has an ability to use the internet for research purposes</li> <li>• enjoys working in a team environment</li> </ul>
<p><b>In return we will offer...</b></p>	<ul style="list-style-type: none"> <li>• opportunities for personal and professional growth and development in a museum</li> <li>• training on specialist collections management software</li> <li>• a supportive, friendly environment</li> <li>• induction to the Museum and Archive</li> <li>• full training opportunities to perform the role</li> <li>• invitation to volunteering events</li> </ul>
<p><b>Further information</b></p>	<p><b>Note:</b> All appointments are at the discretion of the Management team and subject to a probationary period of one month to ascertain the correct choice for both parties</p> <p><b>Dress Code:</b> Smart and practical.</p> <p><b>Contact:</b> Phone: 01376 328868 Email: <a href="mailto:museum.info@bdtm.org.uk">museum.info@bdtm.org.uk</a></p>

# Braintree District Museums Trust Volunteering

