



Description: Collections Work Experience Volunteer

Duration: 3 to 4 months

Hours: 2 days per week

Remuneration: £1,500

To receive the full bursary, you must complete 24 sessions over a 3-4 month period.

Are you interested in helping the team at Watford Museum behind the scenes?

About Watford Museum

Watford Museum is about to undergo a major transformation following a successful grant of £2.4 million from National Lottery Heritage Fund toward our Re-imagine Watford Museum project.

Re-imagine Watford Museum will create an exciting new Museum and Heritage Service for Watford, relocating Watford Museum to Watford Town Hall, creating a new home to tell the town's story, bringing together local history from over the centuries. The re-visioned space will also include a dedicated Museum shop and a café.

The Collections

Watford Museum's collections tell the story of Watford from prehistory to the present day. The collections comprise of Social and Industrial ephemera, Archaeology, Fine Art, and Photography.

<https://www.watfordmuseum.org.uk/collections>

Work Experience Description:

As a Collections Work Experience Volunteer, you will be helping the Collections Officers to do the following:

- Data entry using Modes Complete Collections Management System in line with Spectrum Standards.
- Take photographs of objects that will go on our collections database.
- Record the environmental conditions of storerooms on Microsoft Excel and check pest traps.
- Handle and pack up objects following best practice
- Move objects around the museum
- Accession new donations following documentation manual procedure

During this placement you will learn:

- Object Handling and Packing
- Use of a collections management system (MODES)
- How to document museum objects
- Object movement, location and decant procedures

Hours of Work Experience:

- Two days per week (Tuesday, Wednesday or Friday)
- 10am-4pm
- 3-4 month placement (24 days) starting November 2024

Supervised By:

- Izabella Kowalewska, Collections Officer

Place of work:

Watford Museum, Benskin House, 194 High Street, Watford, WD17 2DT
Watford Museum is next door to Watford High Street Station

Payment:

This is voluntary work experience, so is unpaid, however the placement is the subject of a bursary of £1,500 to the volunteer. Please note, payment is contingent on completing the placement (24 sessions over the period).

Bursary will be paid on receipt of an invoice in monthly instalments of £500 for 8 days.

What skills, qualities and experience do I need?

No qualifications are necessary, and we hope you will enjoy gaining new skills. For this voluntary work experience role, we do ask that you have experience of using a computer, whether it be word or excel.

This voluntary work experience role would suit someone who:

- Enjoys being part of a team
- Enthusiastic and willing to learn about the museum and museum procedures
- Reliable and able to attend the sessions
- Able to undertake tasks with and without supervision
- Willing to undertake training and follow guidelines
- Methodical, with attention to detail
- Confident in entering information onto Modes Complete and Excel spreadsheets on a laptop (training will be given)
- Can follow the museum's guidelines, policies and procedures
- Able to occasionally work from a height or lift heavy objects

What support and training will I receive?

We will provide you with training to enable you to handle historic objects. Full training will be given in how to use our collections database and worksheets will be provided to guide museum procedures. Supervision and support will be provided by our Collections Officers.

There will be ongoing opportunities to review your work experience, to check that it is meeting your expectations, and we are both happy in the work experience relationship. This will enable us to offer ongoing support and further training if required.

What will the museum expect from me?

- To be reliable in attendance and dependable
- To maintain good relationships with other volunteers and museum staff
- To undertake appropriate training
- To observe the museum's policies and procedures
- To support the museum's vision and values

What can I expect from the museum?

- The opportunity to learn and develop new skills
- Museum experience for your CV and a reference
- Informal chat about future museum career
- To be treated fairly and with respect
- Appreciation for your contribution
- Satisfaction of giving back to the community; promoting the work of the museum
- An enjoyable experience with our friendly and dedicated team
- An opportunity to get close to interesting and unique objects
- A secure space to put your belongings and leave your lunch/snacks (fridge), free coffee, tea and biscuits

To apply, please send your CV with a short supporting statement (up to 500 words) to Izabella Kowalewska Izabella.Kowalewska@watford.gov.uk telling us:

- what you can bring to the role
- how the role will benefit you

We will accept supporting statements in other formats such as film or audio (around 3 minutes). Please contact us in advance if this is your preferred option to discuss format.

Application closes on Wednesday 30 October at 11.59pm.
We will schedule informal chats between 4th-8th November.