



## **Volunteer Role: Collection Management Volunteer**

### **Purpose**

To assist the Collection and Exhibition Manager with management of the William Heath Robinson Trust collection. The collection contains artwork, objects and ephemera relating to the artist William Heath Robinson.

### **What's involved?**

Our Collection Management Volunteers are essential to the management of our collection. As a volunteer you would assist with cataloguing the collection using the MODES system, and logging object movements in and out of the store. You will help prepare items for transport to conservators, prepare loans for external exhibitions and receive them when returned. You will assist in mounting works in the collection, preparing items for exhibitions and returning them to the store once exhibitions end.

### **What skills or experience will you need?**

Basic computer skills are important for this role. Familiarity with the MODES software would be beneficial, but the museum will provide training as necessary. Volunteers should have an understanding of object handling and conservation requirements or willingness to learn. A familiarity with the collection is beneficial and we would expect this to build over time.

### **What's in it for you?**

This role is a great opportunity to handle original works of art and archive letters and make an essential contribution to the running of the museum. Volunteering with us is a great way of meeting people and learning something new whilst helping support a local charity. Volunteers need no prior knowledge of Heath Robinson and his work; we will provide you with all the training you need. Training will be available in use of the MODES software and in object handling and conservation. Sessions will be run to familiarise volunteers with the collection. Like all our volunteers, you will get a 10% discount in our shop, 10% off select event tickets when purchased at the till & free entry to museum exhibitions. We can reimburse public transport travel expenses up to £5 per day and provide free onsite parking for volunteers.

### **How much time do you need to give?**

Flexible depending on events programme and volunteer's availability. Average 2 days per month.

### **Location**

Heath Robinson Museum, Pinner Memorial Park, West End Lane, Pinner, HA5 1AE

### **Contact**

Lucy Smith, Museum Manager, Heath Robinson Museum, Pinner Memorial Park, West End Lane, Pinner, HA5 1AE E: [manager@heathrobinsonmuseum.org](mailto:manager@heathrobinsonmuseum.org) T: 020 8866 8420

