



# Royal Engineers Museum

## Role Title: Curatorial Assistant Volunteer – Photography Collection

**Purpose:** To assist curatorial staff with cataloguing the RE Museum's extensive photography collection

**Location:** Royal Engineers Museum, Gillingham

**Reports to:** Deputy Curator (Collections Management)

**Time Commitment:** One day a week (Monday – Friday), 10am-4pm with an hour for lunch, two roles available.

### Key Responsibilities:

- Cataloguing and enhancing the museum's extensive photography collection record's including research and writing accurate object descriptions
- Assist curatorial staff in making the museum and archival collection accessible through innovative digital means
- Editing images for addition to the museums database and online catalogue
- Other duties as assigned

### This role would suit someone

- With an interest in museums/heritage
- With an interest in photographic history
- Who can work on their own
- With a good level of computer literacy
- With a methodical approach and attention to detail

**Experience:** No experience is necessary but the following would be an advantage:

- Knowledge of subjects related to museums collection
- Knowledge of photographic materials
- Previous experience of working with museum collections
- Knowledge of photography editing software

**Training:** Training will be provided in object handling, archival level cataloguing, Adlib database as well as any other areas deemed appropriate.

Please note, depending on the voluntary role applied for references and official checks will be carried out.

For more information or to register, please email: [docsofficer@re-museum.co.uk](mailto:docsofficer@re-museum.co.uk)

[www.re-museum.co.uk](http://www.re-museum.co.uk)

