



# Royal Engineers Museum

## Role Title: Picture Store Audit Volunteer

**Purpose:** To assist curatorial staff with the audit of the RE Museum's Art collection.

**Location:** Royal Engineers Museum, Gillingham

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

**Time Commitment:** One or two days a week (approximately 10-4) to start in March for six months with the possibility of renewal by mutual consent.

### Key Responsibilities:

- Assist the Curatorial staff with cataloguing the Museum's art collection and enhancing the database including research, writing accurate object descriptions and photography
- Assist curatorial staff in making the museum collection accessible through the development of the online catalogue

### This role would suit someone

- Interested in museums/heritage
- With an interest in art
- Who is able to work as part of a team
- With a good level of computer literacy
- Who has good communication skills

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

- Knowledge of subjects related to museums collection
- Previous experience of working with museum collections

**Training:** Training will be provided in object handling, catalogue level photography, 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)