



# Royal Engineers Museum

## **Role Title: Archive Volunteer – Photography Collection**

**Purpose:** To assist curatorial staff with cataloguing the RE Museum's un-accessioned photography collection which dates from mid-nineteenth century to late twentieth century.

**Location:** Royal Engineers Museum, Library & Archive, Gillingham

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

**Time Commitment:** Minimum of one day a week.

### **Key Responsibilities:**

- Assist Curatorial staff with the sorting and cataloguing of the un-accessioned photography collections within the archive
- Data entry onto adlib, the Museum's database
- Assist curatorial staff in making the museum collection accessible through the development of the online catalogue
- Other duties as assigned

### **This role would suit someone**

- interested in museums/heritage/photography
- who is able to work well on their own
- who has a good level of computer literacy
- who has good communication skills
- 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 the museum collection
- Knowledge of the history of photography and photographic methods
- Previous experience of working with museum collections

**Training:** Training will be provided in object handling, how to catalogue and other areas as needed.

Please note, depending on the voluntary role you register 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)