

Role title: Volunteer for Digital Image Scanning Project
Department: Collections Documentation, Corporate and Collections Information
Location: Science Museum, London
Overview: To create digital image files from Wellcome mda catalogue cards.

Role background and description

The Science Museum Group comprises the Science Museum in London and Wroughton, the National Railway Museum in York and Locomotion in Shildon, the Museum of Science and Industry in Manchester and the National Media Museum in Bradford. It is the world's pre-eminent museum group in the fields of science, technology, industry and medicine. The Museum is governed by a Board of Trustees appointed by the Prime Minister, and is funded by grant-in-aid through the Department of Culture, Media and Sport.

The Volunteer in this role will assist the Collections Documentation department by creating and numbering digital image files from Wellcome mda catalogue cards. Card selection will be based on the Blythe House Location Audit.

This is a unique opportunity to gain experience of collection management activities, in creating scanned digital image records.

Volunteers would be required to perform the following tasks within their role:

- Create digital scanned records
- Create named and numbered files
- Add file details to spreadsheets.

Commitment required

We envisage two Volunteers working in this role. We would ask each Volunteer to commit for a minimum of two months, volunteering approximately ½ - 1 day every week or two weeks.

Skills

Applicants for this role should have the following skills:

- Good attention to details
- IT literacy

Other skills that might benefit an applicant would be:

- Interest in Collections Management and Documentation
- Interest in or knowledge of the history of science, technology and medicine.

Please note that the Science Museum Group is unable to reimburse travel expenses.

The Science Museum Group is an equal opportunities employer and welcomes applications from all sections of the community.

How to apply

Application emails should be sent to volunteer@sciencemuseum.ac.uk by 17.00 on Friday 26 October 2012, and should cover the following:

- Why you would like to be a Science Museum Volunteer
- What you feel you would gain from being a Volunteer
- What makes you suited to the role you are applying for
- Your personal details.

You may also include a CV with your application, but this is not mandatory.