

Volunteer Role Description

Museum of Childhood Collections Assistant

Supervisors	Gwen Thomas Collections Care Officer	Susan Gardner Curator
	Lyn Stevens Curator	
Information	The collection at the Museum of Childhood explores all aspects of British childhood from the mid 19th century to the present day. Play and entertainment are represented by toys, games, dolls, fancy dress, items relating to hobbies and pastimes, books, magazines and comics. Childcare and life at home, nursery and school also feature, along with a substantial costume collection reflecting children's fashions and lifestyles. The museum also has a photographic archive.	
Role Purpose	To assist collections and curatorial staff with an annual clean in the museum store. This will involve cleaning shelving, boxes, walls, flooring and a small number of museum objects. The work will include manual handling, working at height, dusty conditions and some working in cramped quarters.	
Responsibilities	<ul style="list-style-type: none"> • Assist staff with the cleaning of the museum store which houses approximately 40,000 objects • Any other required responsibilities related to the role, as agreed between the volunteer and supervisors 	
Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Willingness to carry out repetitive tasks including vacuuming and cleaning surfaces • Good hand eye coordination • Excellent manual dexterity • Interest in Edinburgh's history • Good communication skills • Good level of physical fitness • Ability to work as part of a team • Ability to work in confined spaces and at height • Ability to work in dusty conditions (PPE available) 	
Commitment	Up to two days per week during January 2019 (Tuesday and/or Friday 10am-3pm including breaks)	

Museums & Galleries Edinburgh

	Informal interviews will take place on Tuesday 4 and Friday 7 December.
Support & Training	Volunteers will receive an induction on the Museum of Childhood, its history and the collection. Training will be provided on caring for the collection. Object handling and cleaning training will be provided on or around December 18 th . Further training will be provided as and when required.
Expenses	Travel expenses, for journeys within Edinburgh, will be provided
Expectations	<ul style="list-style-type: none"> • Be courteous to members of the public, volunteers and staff • Commit to agreed dates and times • Arrive at sessions and meetings on time • Give reasonable notice if unable to attend • Abide by Museums & Galleries Edinburgh policies and codes of conduct
Location	Museum of Childhood, 42 High Street, Edinburgh EH1 1TG

Updated: 18/09/18