

Volunteer Role: Collections Inventory Volunteer

Beginning June 2025

Role Title:	Collection Inventory Volunteer
Role Purpose:	To help care for the Museum collection by checking and updating collection location and condition records
Reporting to:	Museums and Heritage Officer and Museum Support Officer
Key Duties:	• Carrying out a periodic inventory of the Museum collection. • Checking locations and updating database. • Checking the condition of Museum objects and updating database. • Assisting with moving the collection and updating records.
Skills and Experience Required:	• Basic computing skills (word, excel). • Accurate record keeper. • Interest in history and caring for historical objects. • Willing to learn to use the Museum's 'modes' collection database.
Skills and Experience Desirable:	• Knowledge and/or experience of working with Museum collections.
Time Commitments:	• 2-4 hours per week, but this opportunity is flexible (weekdays only)
Training and Support:	The following training will be provided: • General induction to the Museum • Specific training on the key duties • Specific training on using the Museum database (modes)

How to apply:

If this sounds like the role for you, please complete a volunteer application form and return it to sjmuseum@lichfield.gov.uk