



# New Lanark World Heritage Site Volunteer Role Descriptions



## Archive Volunteer

Archive Volunteers will join the New Lanark Heritage Team and will be based in the Search Room, which houses New Lanark Archive. This extensive collection includes, among other things, photographs, maps, drawings and documents which have been collected over 40 years by New Lanark Trust. The Trust is working towards making this collection fully accessible to the public, both on-site and online and the main tasks for volunteers at this stage will be to organise, store, research and fully catalogue the collection to UK Museum Collections Management standards.

### Key Volunteer Duties:

#### Documentation & Collections Care

- Cataloguing the items in the collection with eHive Collections Management System
- Completing the Trust's Accession Register
- Labelling & marking items with catalogue numbers
- Ensuring collection items are correctly stored and properly cared for
- Assisting with the digitisation of certain items
- Where relevant, assisting with paperwork for items entering (e.g. donations) and leaving (e.g. for exhibitions) the collection
- Completion & updating of object history files

#### Research

- Researching collection items to help with cataloguing and for exhibitions
- Assisting with Family History research, enquiries and where relevant, attending Family History shows
- When required, researching the New Lanark collections at other organisations e.g. Glasgow University

#### Other

- Day to day running of the Search Room where the collection is stored including filing, updating display publications etc.
- Answering enquiries from members of the public in person (the Search Room is open to the public Monday – Friday 9-5) or via e-mail
- Making appointments and updating the search room calendar

### Key Attributes / Skills

- Interest in New Lanark / heritage / history
- PC literate with fair skills in word / internet / basic PC packages
- Good organisational skills & methodical worker
- Ability to work independently and as part of a team
- Some experience of dealing with the public
- Polite & friendly

### Role Type

- Permanent – one or more days per week within Monday-Friday 9-5
- Full training provided

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