Volunteer Role Description

Role: Collections & Catalogue Team Member

Team: Collections & Catalogue

Role Purpose: Ensure that Museum Objects are maintained in good order, and that Collections are managed and catalogued in keeping with the museum's Collections Care Policy and Procedures.

Reports to: Collections & Catalogue Team Lead

About The Long Shop Museum
The Long Shop Museum is housed in a cluster of historic buildings in the Suffolk market town of Leiston. The buildings are survivors of the original 19th century works site of Richard Garrett and Sons. Garretts were world-famous manufacturers of steam engines and other agricultural machinery, and the Museum has important collections relating to farming machinery, steam traction, tools and commercial and domestic products that were made by the works during its 200 year history - from sickles to steam engines, from seed drills to tumble dryers, and from threshers to cardboard box makers.

The Museum site covers over an acre. It includes historically and architecturally important and protected buildings. The Long Shop itself – a prototype for assembly line production – is unique and grade II* listed. The museum helps to explain the town's industrial character and how its residents contributed to the agricultural and industrial revolutions.

Attracting up to 10,000 visitors a year, The Long Shop Museum makes an important contribution to the local tourism offer, both in Leiston and in the East Suffolk area. The Museum is also a place of pilgrimage for many people interested in industrial heritage and archaeology. Our volunteer team is at the heart of what makes the museum a success.

What you will be doing:

- Identifying, locating, and cataloguing Objects from museum displays and stores.
- Carrying out primary research to allow the museum to better interpret Objects for Visitors
- Carrying out basic conservation work in accordance with guidance and procedures
- Sorting and re-packing items in storage using conservation-grade materials

This role would suit someone who is:

- Interested in the Museum's Collections
- Observant and careful
- Neat and methodical in their work
- Able to follow guidance given
- Pays attention to detail
- Aware of/willing to follow health & safety procedures

What will you get from working as a volunteer at The Long Shop:

- A sense of involvement in a meaningful project.
- Regular interaction with a team with a shared purpose in an accessible and inclusive environment.
- A sense of fulfilment and achievement.
- Regular manual and intellectual activity, and self-actualization.

What training and support will you receive in this role:

- You will receive regular information updates about your team and the museum
- You will be invited to attend regular volunteer forum meetings and social events
- You will receive induction training that includes Health & Safety, and site and task familiarisation
- You will receive training and support in the use of the tools and techniques necessary for the tasks associated with this role
- You will be offered optional training related to your chosen role(s) to make your tasks more enjoyable and rewarding

How this role benefits the Museum:

- Ensures that the Objects in the Museum's Collections, on display and in storage, are correctly identified and protected.
- ACE Accreditation standards are met, thereby demonstrating the professional management of the Museum, and making it more eligible for grant aid.
- Contributes to organisation of stored collections, so that items can easily be located for cataloguing or for display/research.
- Items needing professional conservation or examination are identified

Interested in this role?

Please contact us by either:

- Emailing the museum at - info@longshopmuseum.co.uk
- Writing to us at – The Long Shop Museum, Main Street, Leiston IP16 4ES
- Using the Enquiry Form at - https://www.longshopmuseum.co.uk/volunteer-3/
- Calling the museum on - 01728 832189 (you may need to leave a message)

We will provide you with a Volunteer Application Pack by your preferred method (email or post) which will include instructions for if you choose to proceed.