

## **Volunteer Role Description: Swindon-based Archives Surveying Volunteer**

***Are you free on Wednesdays between July and October?***

***Are you able to travel to Swindon?***

***Would you enjoy helping to sort through Museum archive papers?***

### **About the opportunity**

The Ashmolean has a new opportunity for 2 volunteers to help survey the Museum's archive, held in the Bodleian Book Storage Facility in Swindon. The archive includes research papers of former Curators and Keepers, excavation archives, and administrative records of curatorial departments. It provides insight into the history of the Museum, and better understanding its content, condition, and complexity will help us to plan how we care for and develop it in the future. Through this role, volunteers will also contribute to making the archive more accessible to staff and researchers.

The role will involve:

- summarising the subject matter of the archival material
- assessing the archive's physical condition and complexity
- recording details in a spreadsheet

All relevant training will be provided, and volunteers will be supervised and supported by the Archivist.

### **About the volunteers**

We're looking for volunteers who:

- enjoy doing methodical tasks quickly and with attention to detail
- would take care handling paper documents
- are accurate typists and already familiar with using basic Excel spreadsheets (or willing to learn)
- would enjoy working together in a pair
- have an appreciation for archives (we anticipate that this will help make the tasks more interesting!)

### **Why volunteers might enjoy this role**

The opportunity to:

- spend time doing something a bit different
- join a friendly team of 200+ volunteers who support the Ashmolean in a variety of ways
- contribute to the Ashmolean's knowledge of its collections
- see behind the scenes and gain some experience of archives

## Timings

We are looking for volunteers who can help most Wednesdays, 10 am - 4 pm (including an hour for lunch between 1 and 2 pm), 1 July - 7 October.

## Other practicalities

- **Volunteers must be able to travel to and from the Bodleian Book Storage Facility (BBSF) in Swindon.** The S6 bus from Oxford stops 2 minutes away from the Facility, or parking is available. Volunteers can claim reimbursement of travel expenses up to £5 per volunteering session.
- There is a breakroom onsite where volunteers can take lunch/tea breaks. The BBSF is very close to a Sainsbury's or volunteers can bring a packed lunch.
- The BBSF has disabled access and a disabled toilet.
- This opportunity is open to volunteers aged 18+.
- Volunteers new to onsite GLAM volunteering will need to be registered on the Volunteer Service mailing list (MyImpactPage.com), and the Volunteer Service will need to have received two references and done an ID check before volunteers can start in this role. The role does not require any additional checks.

## Next steps...

We are looking to recruit 2 volunteers to this role. Depending on the level of interest, Ashmolean staff hope to invite as many people as possible to a **short, informal, online interview on Friday 12<sup>th</sup> June**. This will be a chance to meet each other, explain more about the role, answer any questions, and help decide if it seems like a good fit.

If you are interested in getting involved, then please **complete a form by following [this link](#)**. It will ask you to:

- indicate whether you could attend an informal interview on 12 June
- confirm your general availability to volunteer on Wednesdays between 1 July and 7 October
- explain why you are interested in the role and what you feel you would bring to it (up to 400ish words)

**If sending a video or voice recording would make it easier for you to apply**, then you are welcome to email one to Caroline at [volunteering@glam.ox.ac.uk](mailto:volunteering@glam.ox.ac.uk) – just make sure you include all of these points!

**The deadline to apply is Monday 1<sup>st</sup> June.** Caroline will share expressions of interest with Ashmolean staff after the deadline, and someone will then be in touch as soon as possible.

Information will be kept in accordance with the Volunteer Service's [Data Retention Schedule](#).