

Volunteer Role Description: History of Science Museum Millennium Refurbishment Digitisation

About the opportunity

Around the year 2000, the **History of Science Museum in Oxford** completed significant refurbishment and extensions. The project was supported by the Heritage Lottery Fund and included a basement extension, building of a new office area and archaeological excavation of an area adjacent to the original 'oldest public Museum building in the world' (1683).

We're looking for a volunteer who is usually free on Monday afternoons to help us digitise the 35mm slides related to this building work. This will make information more easily accessible for those interested in the building's preservation and architecture, archaeology, or the recent history of Oxford and the Museum. This will also support the Museum's next ambitious plan to make this historic building fully accessible in the [Museum's Vision24 project](#). Please note that currently the work space for this volunteering is down three flights of steps.

Specific tasks include:

- using a flatbed scanner to carefully scan photographic slides and documents
- following a naming convention to name files
- cropping and/or straightening images, slight colour balancing.
- Uploading slides and metadata to the Museum's Data Management System (DAMS)
- Recording metadata in the system.

As well as helping to preserve this information for the future, digitisation will also make it more searchable and usable now.

Volunteers will be provided with a space to work and a computer in the Museum's basement library. Whilst this is usually a quiet space there may be other library users present. The role is supervised by Anna Grybenyuk-Pickett, the Digital Collections Systems Manager, who will provide initial training, be on hand to answer questions and support if needed and will review the role on an ongoing basis.

We're looking for volunteers who:

- can show due care when handling collections material (glass slides in a protective frame).
- have attention to detail, to ensure that scans are clear, complete, and correctly labelled.
- are confident using a computer and scanner, once shown (written instructions can be provided if helpful).
- are methodical when following a process and doing repetitive tasks
- are happy volunteering relatively independently, but would ask questions if unsure of anything

This role doesn't require any previous knowledge of architecture, archaeology, collections handling or the Museum, although it may help to make the task more interesting.

Timings

We are looking for a **volunteer to help on Monday afternoons after 2 pm**, ideally starting in March. The volunteering will be reviewed after 3 months, with the aim that if the project isn't finished it may continue beyond that, so someone with the potential to help longer-term would be ideal.

Why volunteers might enjoy this opportunity

It's a chance to:

- connect with the Museum, meet staff, and see and contribute to 'behind the scenes'
- gain an insight into collections digitisation processes
- handle original material and documentation
- practise computer skills
- contribute to a better understanding of the Museum building, its history and its collections, whilst making this knowledge more accessible

Other practicalities

- Volunteers will be asked to sign a Deed of Assignment of Copyright for any content they create as part of this role. This will be discussed in more detail at induction.
- Volunteering will happen in the basement library, accessible only by stairs.
- We want volunteers to feel part of the Museum. They are welcome to make use of tea/coffee facilities and bring something to eat in the staff mezzanine area, which will be shown to you at induction. Please note there is no eating or drinking in the library.
- This is an onsite opportunity and we anticipate that volunteers will live within easy commuting distance of the Museum. Volunteers can claim reimbursement of travel expenses up to £5 per volunteering session.
- 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 they can start in this role. The role does not currently require any additional checks.

Next steps

If you are interested in getting involved, then please **[complete a form by following this link](#)** **by the end of Monday 2 February**. It will ask you to:

- briefly (max. 150 words) explain why you are interested in the role
- briefly (max. 150 words) describe a time when you had to follow a process and/or do something with attention to detail
- confirm your general availability to help on Monday afternoons during the coming months

The deadline to apply is end of Monday 2 February, and we anticipate a high level of interest.

Joy will anonymise and then share all expressions of interests with Anna Grybenyuk-Pickett, the role supervisor. There may be a shortlisting stage, with potential volunteers invited to an informal conversation. A possible date is **Monday afternoon 16th February or Wednesday morning 18th February**. We will let everyone know either by Monday 9th February.

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

Information will be kept in accordance with our [Data Retention Schedule](#).