

Volunteer Role Description: Photograph Collections Digitisation Volunteer



About the opportunity

The Pitt Rivers Museum holds examples of late nineteenth- and early twentieth-century photography. It also holds more recent photographs from fieldwork archives, and other material, including prints, slides, and postcards: www.prm.ox.ac.uk/photograph-collections.

We are looking for a volunteer to help with our ongoing digitisation work: **scanning materials and systematically checking and labelling the digital files they create**. This will make the collections more accessible by increasing both their searchability and their usability. It will also help to preserve them for the future. Specific tasks include:

- using a flatbed scanner to scan prints, slides, and postcards
- following a naming convention to rename files
- cropping and/or straightening images in Adobe Photoshop

The volunteer will be provided with a desk space and an Apple Mac computer in one of the Museum's collections spaces. Although they will be helping in a relatively quiet, self-contained way, they will get to know the small staff team.

The role will be supervised by Philip Grover, the Senior Assistant Curator for the Photograph Collections. He will provide the initial training, and will answer any questions and review the role on an ongoing basis.

Who are we looking for?

A volunteer who would:

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

This role doesn't require any previous knowledge of photography and/or world cultures, although it may be helpful and make the task more interesting.

Timings

We are looking for a volunteer who can come to the Museum between 9.30 am and 12.30 pm on most Mondays, ideally starting in early September. The volunteering will be reviewed after 3 months, with the aim that it will continue beyond that, so someone with the potential to help longer-term would be great.

Why volunteers might enjoy this opportunity

It's a chance to:

- connect with the Museum, meet staff, and see 'behind the scenes'
- gain an insight into some of the Museum's collections digitisation processes
- handle original historic material
- practise computer skills
- contribute to making the Museum's collections more accessible

Other practicalities

- Some of the imagery may be sensitive and/or could be triggering for some people. This will be discussed prior to the volunteer starting.
- The volunteering will take place within the collections space on the first floor of the Museum. The space is accessible by lift.
- The role may involve some lifting and carrying of archive boxes (<5kg). Please let us know if this would be challenging for you, so we can discuss any possible adaptations.
- We want volunteers to feel part of the Museum team. They are welcome to make use of tea/coffee facilities and bring food to eat in the staff common room.
- This is an onsite opportunity and we anticipate that the volunteer will live within easy commuting distance of the Museum. The volunteer will be able to claim up to £5 per volunteering session for travel expenses.
- This opportunity is open to volunteers aged 18+.
- This role does not require a Right to Work.

Next steps

Email Caroline at volunteering@glam.ox.ac.uk by the end of the day on **Sunday 28th July**:

- briefly (max. 150 words) explaining why you are interested in the role
- briefly (max. 150 words) describing a time when you had to follow a process and/or do something with attention to detail
- confirming your general availability to help on Monday mornings in the autumn, and possibly beyond...

Please note: we anticipate a high level of interest in this role.

Caroline will anonymise and forward all applications to Philip Grover, the Volunteer Supervisor. There may be a shortlisting stage, with potential volunteers invited to an informal interview. We will let everyone know as soon as possible.