

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. For more information, see:

www.prm.ox.ac.uk/photograph-collections; <https://pittrivers-photo.blogspot.com/>.

We're looking for two more volunteers to support the ongoing digitisation of the [J. H. Hutton](#) collection of photographs (circa 1914 - 1923) from Nagaland in Northeast India. 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

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

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

We're looking for volunteers who:

- can show due care when handling historic collections material
- 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 photography and/or Nagaland, although it may be helpful and make the task more interesting.

Timings

We are looking for **two volunteers to help on Mondays: one 9.30 am - 12.30 pm, and the other 2 - 4.30 pm**, ideally starting in November. 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 ideal.

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 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 volunteers starting.
- 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 within the collections space on the first floor of the Museum. This space is accessible by lift and stairs.
- 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. They are welcome to make use of tea/coffee facilities and bring something to eat in the staff room.
- 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: https://forms.office.com/e/EHQkXZS5ZU](https://forms.office.com/e/EHQkXZS5ZU)**. 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 mornings or afternoons during the coming months

The deadline to apply is **Thursday 30th October**, and we anticipate a high level of interest. Caroline will anonymise and then share all expressions of interests with Philip Grover, the role supervisor. There may be a shortlisting stage, with potential volunteers invited to an informal interview. We will let everyone know either way as soon as possible.

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