

Loughborough Carillon Tower & War Memorial Museum

Museum Archivist/Researcher

A Museum Archivist/Researcher's main duties include:

- Operating in accordance with the Museum's policies and procedures
- Answering questions which Museum Guides have been unable to answer
- Displaying and Conserving the Museum's assets
- Cataloguing the Museum's objects, whether on display or in storage
- Replying to mail enquiries
- Providing guidance to students from colleges and universities with an interest in studying the Museum's collections
- Writing, editing, or contributing to Museum publications.

Personal skills and qualities that a guide needs:

- A commitment to the aims and principles of the Museum
- A commitment to equal opportunities
- Good written and oral communication skills
- The ability to work as part of a team
- A commitment to equal opportunities.

We agree to:

- Interview you to find out your interests and skills.
- Complete an Induction Programme before you take up any duties.
- Give you a written outline of the specific role you will undertake.
- Reimburse certain expenses. (Travel to and from the Museum will not normally be reimbursed.)
- Give you a telephone contact number and assign a named person in the Museum as your main source of support.
- Give you every opportunity to attend training sessions to support you in your work within the Museum.

You agree to:

- Have a Duty of Care to the people you work with.
- Provide details of a personal referee. (In the case of a student under 18 years of age this should be a member of the teaching staff at your school or college.)
- Attend the Museum regularly on the dates and at the times agreed; if not able to attend, telephone or email in good time to allow the Museum to make other arrangements.
- Keep information confidential.
- Report any concerns you may have about safety, security or any other matters to the chairman or another member of the Museum committee.

Signed.....(Volunteer)

Signed.....(For Museum) Date.....