

ISLE OF WIGHT STEAM RAILWAY

ROLE DESCRIPTION

MUSEUM & ARCHIVES ASSISTANT

Our department: HERITAGE & LEARNING

Why does the IW Steam Railway need my help with this?

Every day a committed team of enthusiastic volunteers give their time and energy to The Isle of Wight Steam Railway. Without their help, our important, beautiful, and fascinating slice of social and engineering history simply wouldn't exist. You'll be making an essential contribution towards to ongoing success of the railway.

The Isle of Wight Steam Railway is an Accredited Museum under the Arts Council England Accreditation Scheme, as well as an Educational Charity. Within this context, the Heritage & Learning department focuses on building, preserving, caring for, and displaying our collection of objects and archival material (e.g., documents, tickets, photographs) to educate and engage visitors on the history of railways on the Isle of Wight.

The Museum & Archives Assistant role will support our museum curator and/or archive leads and will give volunteers the opportunity to be involved in a wide variety of activities, including cataloguing and auditing archive materials, undertaking conservation work on objects within our collection, and scanning archive materials.

Volunteers have the option of only focusing on one specific element of this role or have the chance to be involved with all activities.

What does the Isle of Wight Steam Railway Need a Museum & Archives Assistant to do?

- ✓ Record and catalogue new objects and archive materials
- ✓ Assist with the care and conservation of objects, such as cleaning and repairing different types of objects
- ✓ Undertake the scanning of archive material (i.e., documents, photographs, etc) to create a digital record of our collection
- ✓ Support the research for, and development of, exhibitions and displays
- ✓ Assist with cataloguing and auditing existing records for artefacts and archive material

How will I be trained and supported in this role?

- ✓ Isle of Wight Steam Railway General Introduction and Health & Safety Briefing
- ✓ Isle of Wight Steam Railway Working at Height Training
- ✓ Training on the care and conservation of objects
- ✓ Training on the process for scanning archive material
- ✓ Training on the cataloguing and recording of objects and archive materials

What can a Museum & Archives Assistant expect from the Isle of Wight Steam Railway?

- ✓ A warm welcome to our team, and the enjoyment of contributing to the success of railway
- ✓ Fair and respectful treatment at all times
- ✓ Appreciation for your efforts
- ✓ A comprehensive induction, and ongoing training and support
- ✓ Contributions towards, or supply of, clothing and any PPE necessary for your role
- ✓ References and certification of relevant in-house training to add to your CV
- ✓ A range of benefits, social events, experiences, and prize draws exclusive to our volunteer team

Suggested Minimum Hours

Half a day (morning or afternoon) per fortnight.

Physical Demands

Very light physical demands for most activities (cataloguing, auditing, and scanning of archive materials). Some lifting and moving of lighter objects may be included in care and conservation tasks but this would be optional.