



ST ANDREWS
PRESERVATION TRUST

Collections Assistant

Task Description	
VOLUNTEER ROLE	Collections Assistant
HOURS AND TIME FRAME	2 hours per week (Wednesday morning)
PURPOSE	To provide support to the museum curator in caring for the collection held in store.
TASKS	To help complete an inventory of museum objects To re-label and repack museum objects To photograph museum objects held in store
SKILLS REQUIRED	Good IT skills Training will be provided in handling and packing museum collections
SUPPORT/TRAINING	<ul style="list-style-type: none">- Induction- Editing and creating records on Adlib database- Collections care procedures (object handling, packing, labelling)
OTHER INFORMATION	Volunteers work closely with the museum curator and support provided from the volunteer co-ordinator. Please note the museum store is in a remote location (4 miles south of St Andrews) and volunteers will need their own transport to access the site.
VOLUNTEER BENEFITS	Training opportunities in museum documentation and collection care procedures Develop skills in using a museum database Volunteer updates Invitation to Trust events Employer reference/support with job applications