

## Volunteer Role Description

# Book Conservation Volunteer



### Context

The National Motor Museum at Beaulieu holds a world class collection telling the story of motoring in Great Britain. Over 280 vehicles, including F1 cars and land speed record holders, are displayed at this renowned independent museum set within the grounds of the Beaulieu Palace House. Originally established within Palace House in 1952 by Edward, Lord Montagu, the Montagu Motor Museum displayed a collection of cars put together in recognition of the role of his late father, John Montagu, as a British motoring pioneer.

The successes of this initial museum, and the significant growth of its collections, led to it being reconstituted in 1972 as the National Motor Museum Trust (NMMT), and re-housed within an iconic and award-winning building designed by Leonard Manasseh. Today the NMMT remains an independent charitable trust (Registered no: 1107656) and is part of an international group for the leading national motor museums. Visited by over 350,000 people annually, it is one of the UK's most successful independent museums and a leading visitor attraction.

Having recently celebrated its 50<sup>th</sup> anniversary, the NMMT continues to develop its ambitious strategy to reposition itself for the future in regards to its collections and engagement with audiences and to embark on a new phase of capital development.

**Commitment:** One day per week (Thursday) from 10am to 4pm.

**Duration of role:** This role is initially for 6 months /completion of the project. Further project work may be available in the future.

**Reporting to:** Curator: Library Collections

**Location:** National Motor Museum, Beaulieu, Hampshire SO42 7ZN

### Role:

This is a voluntary role. This role summary isn't legally binding or a contract.

As a Book Conservation Volunteer, you will work as part of the Library Collections team to:

- Methodically remove items from the bound periodicals collection and clean each item using brushes and a conservation grade vacuum.
- Complete a condition assessment and catalogue each item on to an Access database, allocating accession numbers and inventory marking them as you go.
- Use cotton tape to secure any fragile book boards, and box any unstable items.
- Clean the shelves and return the items.

Please note that some elements of the role will require manual handling, working at height and the need to follow safe working practices.

Full training will be provided for all tasks.

### Person Specification

<b>Experience</b>	Working with museum collections (desirable but not essential)
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Handling and inventory marking museum collections (desirable but not essential)</li> <li>• IT literate and confident working on spreadsheets (desirable)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Enthusiastic with and a passion for all things motoring</li> <li>• Self-motivated and methodical when carrying out repetitive tasks</li> <li>• Possess good written and oral communication skills with great attention to detail</li> <li>• Flexible and adaptable approach</li> </ul>

### What you can expect as an NMMT Volunteer

- Full induction and training, with clear briefings provided for each volunteering role
- The opportunity to meet interesting people and to share your passion for motoring with an enthusiastic public
- The opportunity to work closely with the internationally significant motoring collections of the NMMT
- A comprehensive set of supporting policies and procedures
- Impressive skills to add to your CV and a reference if/when you need it
- A fun, creative volunteering experience

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- The opportunity to use existing skills and develop new ones
- Appropriate protective clothing or uniform
- Volunteers pass with benefits including 50% discount on food and non-alcoholic beverages in the Brabazon restaurant and free Museum entry (conditions apply).
- Travel expense claims up to £10 limit per day.

### **What the NMMT can expect from you**

- Meet the time commitment and standards agreed to and give reasonable notice where this is not possible so alternative arrangements can be made
- Complete all training as required and adhere to all Health and Safety instructions
- Be open and constructive when giving and receiving feedback
- Take time to understand the role and get in touch if you have any questions
- Reflect the NMMT's values when acting as an informal representative of the organisation.
- Be flexible in your approach and work collegiately with other colleagues.

### **Making an application**

Application is application form or CV and a covering letter setting out why you would like to be considered for this volunteering opportunity

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