Collections Care and Documentation Volunteer

In 2027 Sutton Cultural Services is undertaking an in-depth review of their collection, including their storage facilities. To help this process, all items from the collection need to be checked to ensure documentation and catalogue information is up to date, and that specific storage conditions are being / will continue to be met. We are looking for people with an Interest in social history, museums and collections care.

Main tasks:
To assist the heritage team in:

- Checking objects, documents, and paintings against an inventory
- Moving and packing objects, using appropriate packing materials and methods
- Condition checking and recording information
- Entering information onto a computer for transfer to the catalogue
- Identifying and researching the history of items
- Photographing objects and paintings (equipment and training will be provided)

Skills required:

- Good communication - a proactive attitude with the ability to work well as part of a small team would be an advantage
- Good hand-eye coordination skills and attention to detail
- Ability to lift and carry small to medium objects
- Some experience in collections care and object handling is desired, although this is not essential as training will be provided
- Some IT knowledge – word processing / how to use the internet (knowledge of MS Word and Excel would be advantageous)

When: From February 2027, exact dates to be confirmed. Ideally we are looking for volunteers to commit to at least ½ -1 day per week, Wednesday to Friday availability preferable.

Where: Sutton Central Library

Benefits to you:

- Opportunities to meet new people and be part of our friendly team of volunteers
- Learn new skills and enhance current skills, including museum standard object handling, packing, and documentation procedures, and conservation monitoring
- Gain hands-on experience with a broad social history collection
- Improve your CV and future job prospects
- Help to preserve and promote local heritage

Support offered:
We are fully committed to ensuring that volunteers have a positive experience and are fully supported. You will receive training and induction for this role, and ongoing support from a member of the museum staff.