

Volunteer Role Description

Role Title:	Port and River Archive listing volunteer
Role Purpose:	To sort, list and repackage archive material in the Port and River archive to make it more accessible to a wider audience.
Role Description:	<p>Beginning with the Frank Hasler collection, you will support with:</p> <ul style="list-style-type: none"> • Sorting through uncatalogued material under guidance from the Archivist • Listing items from the collection into excel to create a basic finding aid • Re-packaging items into smaller boxes and archive friendly packaging
Role Reports To:	Port and River Archivist
Where:	London Museum Docklands, West India Quay, E14 4AL
When:	<p>Ideally, we are looking for individuals who are available for one shift per month, of around 5 hours.</p> <p>Induction and training: 17th June 2026</p> <p>It is expected that you attend the training to fulfil this role effectively. If you are unable to make this date, please get in touch before the application deadline.</p>
Duration:	June – October 2026 with possible option to extend
Requirements:	<p>Previous experience of working or volunteering in a museum is not required, and we do not need you to have any academic qualifications.</p> <p>To get the most from this role, you should:</p> <ul style="list-style-type: none"> • Be comfortable using Excel at a basic level and computers more generally

	<ul style="list-style-type: none"> • Be enthusiastic about researching and handling archival material <p>Knowledge of the Thames/river industries is not essential but would be useful for this role.</p> <p>Suitable for volunteers aged 18+</p>
Commitment to you:	<p>The museum will:</p> <ul style="list-style-type: none"> • We will reimburse you for expenses for travel and lunch of up to £12 per day. • Provide training on handling physical archive collections • Offer support from the Archivist throughout the volunteer project <p>We will support your commitment to us with on-going training and social events.</p>
Why We Want You:	<p>The Port and River archive is very large and full of exciting treasures, in this role the volunteers will be key in making the collections more accessible and ensuring the ongoing preservation of these items.</p>
Notes:	<p>London Museum is committed to equal opportunities and the establishment of a diverse workforce.</p> <p>The museum is fully accessible with wheelchair access and disabled WC.</p>
For more information contact:	<p>Fiona Keates, Port and River Archivist fkeates@londonmuseum.org.uk</p>