



The National Tramway Museum - Photographic Collections Assistant

Responsible to: Curator

Hours: One or two day per week, as agreed, usually 9:30-4pm

What will you do?

As an Accredited Museum, we hold a vast collection of materials and records, we don't just have trams! As part of the Curatorial Team, you will be helping to digitise our huge collection of photographs.

This includes:

- Accessioning photographs, negatives and postcards to the collections register to Accredited Museum standards.
- Scanning photographs, negatives and postcards so they can be added to our database and provided for reproduction.
- Cataloguing photographs, negatives and postcards on the database using accurate captions and researching background information when needed.
- Helping the Curator and Librarian to create a workflow to clear the backlog of documentation that needs to be digitised.

This role will suit you if:

- You have an interest in museum collections and archives or are looking to gain experience.
- You have a keen eye for detail and accuracy.
- You are happy to deal with repetitive tasks.
- Are comfortable working independently & can plan/manage your workload.
- You are computer literate. Knowledge of databases would be helpful however this isn't essential as we will provide full training.

What do we provide?

- Full support and guidance from our Curator and the experienced Curatorial Team.
- A dedicated volunteer space with a kitchen & hot drinks machine.

What do we ask of you?

- To act as a representative and ambassador for Crich Tramway Village and the National Tramway Museum.
- To ensure the health and safety of visitors, volunteers and staff by following designated procedures.
- To work within the guidelines of the Volunteer Policy and related organisational policies and procedures.
- We realise that there are times when your plans may have to change. If you are unable to attend, please let your department head know as soon as possible.