



The National Tramway Museum – Collections Research

Responsible to: Curator

Hours: One 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 can help us develop and improve the information about our collections for researchers, particularly on our website.

This includes:

- Researching the records we hold on specific topics, including Staff and Company Records or collections donated from significant individuals.
- Developing more detailed descriptions of the archive collections we hold to put on our website.
- Using external websites such as the National Railway Museum, National Archives, and Transport for London as guides to create and develop our own subject research guides for objects in our collection.

This role will suit you if:

- You have an interest in museum collections and archives.
- You have a keen eye for detail and accuracy.
- You are happy to deal with repetitive tasks.
- 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.