

Volunteer Role Description

THE HISTORIC
DOCKYARD
CHATHAM



Organisation: Chatham Historic Dockyard Trust

Volunteer Role: Business Archive Support Volunteer

Responsible to: Archive and Collections Care Officer

Where this post will be based: Chatham Historic Dockyard Trust

Hours & Time Frame: 1 day a week

Recruitment process: Application form and copy of CV to be emailed to cmcquillan@chdt.org.uk

Please see <http://www.thedockyard.co.uk/trust/jobs/business-archive-volunteer/> for application form

What this role has to offer:

Since the Chatham Historic Dockyard Trust was established in 1984 it has been collecting material related to its own business operations, most of which has been boxed up and stored on site. After 33 years in business the Trust feels that a suitable time period has passed to assess the importance of this material and catalogue it properly to create a viable and user friendly Business Archive.

A business or company archive is a permanent collection that contains information showing how a business has evolved over its lifetime. This might be marketing material, records of major projects, or event details. In addition there are statutory records that all companies must keep such as annual reports and finance records. Together these form the business archive.

This role gives the opportunity to experience how business archive is organised, catalogued and stored. As the archive material dates back to 1984 much of it is on paper so the role also gives the chance to gain basic preventive conservation knowledge and an understanding of the wider requirements of document storage and archival practice.

Main tasks/responsibilities:

- Assist the Archive and Collections Care Officer with the sorting of material into Key Record headings, looking out for and removing for duplicated material
- Assist with the organisation of records, rationalising the collection to make it ordered and accessible for research
- Help to create a new electronic catalogue for the archive to make retrieval of documents easier
- Prepare material for long term storage by removing items that will cause damage such as staples and paper clips

- Mark material with assigned catalogue numbers and store it in appropriate containers

Requirements:

- Enthusiasm for heritage and/or business collections
- Computer literate
- Methodical worker with good organisational skills
- High attention to detail
- Good manual dexterity
- Able to follow directions and to work under own initiative where appropriate
- Enjoy working as part of a team
- Have an interest in the Historic Dockyard Chatham

Training Opportunities:

- Hands on training in the organisation of a business archive, from set up and cataloguing to use and maintenance
- Understanding and practical application of information conservation
- Knowledge of collections care in a museum environment
- Induction and role-specific training provided