



Collections Volunteer

The Museum of Cambridge is the city's only museum that shares the stories and lives of the people of Cambridge. On the corner of Castle and Northampton Streets in a 17th-century inn, we share what life was and still is like living in Cambridge and the surrounding villages. Our collection represents 300 years of stories about the everyday life, fears, hopes and experiences of the people in this area. We are proud to be an independent museum which is supported by a thriving team of volunteers across many areas of work.

The Museum of Cambridge is thrilled to begin an exciting new initiative made possible by the Esmée Fairbairn Collections Fund through the Museums Association. This ground-breaking project will place disabled individuals at the forefront of researching, curating, and sharing the histories of disabled people in Cambridgeshire.

We are looking for a team of collections volunteers who are interested in working on this project to help catalogue, research and care for the objects and stories within the Museum. This project will run until March 2027.

We have three different roles that you can get involved in, **when applying, please specify which one(s) you are interested in.**

- Disability Heritage Research Volunteer
- Cataloguing Volunteer
- Housekeeping Collections Management Volunteer

The Museum of Cambridge is a building that, though full of character, has uneven floorboards, narrow staircases, and crooked doorways. Because of this, visitors with limited mobility are unable to access areas above the ground floor of the museum. The Disability Heritage Research Volunteer role has been shaped to be fully remote, ensuring that those who are unable to access the Museum can be part of researching and contributing to disability histories within the Museum. The Museum also has an accessible hire space, where Disability Heritage Research Volunteers can access objects they are researching in person.

This project represents a significant step forward in making the Museum a truly inclusive space.

Details about individual volunteer roles

Disability Heritage Research Volunteer

The Museum of Cambridge's collection includes a range of objects related to disability, both found and yet to be discovered. Your task will be to read, learn and find out more about specific objects and the people, places and history behind it. Your research will be written to suit object records and shared as blog posts and on social media.

We are looking for individuals who:

- Are interested in learning and researching disability histories from Cambridge and Cambridgeshire.
- Enjoy writing in a range of formats (blog posts, social media, cataloguing). For cataloguing, we would provide guidance on how to write if this is not something you have done before.
- Are happy to work independently, researching from home with check-ins from the Collections Officer. We envision research volunteers to stay in contact via email, phone call, and if necessary, video calls.

Cataloguing Volunteer

The Museum of Cambridge cares for around 40,000 objects. In this role, we anticipate reviewing around 5,000 of them. As a Cataloguing Volunteer, you will work methodically through shelves and boxes to ensure that every object is accounted for. It will include:

- Using our collections management system. On Modes, you will update descriptions, locations, and other specific object criteria.
- Handling objects to identify accession numbers and mark objects with their accession numbers.
- Photographing objects and upload to their record.
- Assigning accession numbers for objects that do not have one.
- Cataloguing volunteering is anticipated to be on a Thursday, with morning and afternoon shifts. We ask that Cataloguing volunteers can commit to at least one shift, every 2 weeks.

Housekeeping Collections Management

This task will involve coming into the Museum to look after the objects on display and the building itself. It will include

- Cleaning objects on open display and in cabinets around the Museum.
- Having a keen eye on pest management.
- Keeping the Museum clean by looking after some of our historic features such as fireplaces, mantelpieces, staircases, windows, and floors. This might involve vacuuming, deep cleaning, or removing cobwebs.

- Chatting with the public about what they are up to when caring for collections in public museum spaces.
- This role is flexible on what day it can be done. However, to be trained by the Collections Officer who works part-time, you will need to be available in the first instance on an unspecified number of Wednesdays. Once you are trained, there may be flexibility on when you can come into the Museum.

How to Apply:

Apply here and join our online volunteering platform Better Impact
(<http://bttr.im/pzeaj>)

Beau Brannick – Collections Officer

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What Happens next?

If you would like to volunteer with us, once you have submitted an application we will get in touch with you to get you on sight and do some basic training. It's as easy as that!

If you have any further questions, get in touch at

beau.brannick@museumofcambridge.org.uk or telephone 01223 355159.

Health and safety responsibilities:

You will be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures. You will be supported in your knowledge by completing our health and safety E-learning module.

Safeguarding:

The Museum of Cambridge acknowledges that we have the ultimate responsibility for management and control of activities conducted at the Museum and that this is in line with relevant legislation and statutory guidance on the safeguarding of young people and vulnerable groups. Please refer to our Safeguarding Policy for more information.

Equality and Diversity:

Volunteers from all backgrounds and experiences are welcome. We are committed to equality and diversity and creating a welcoming environment where all feel valued. The

Museum of Cambridge has a responsibility to ensure all volunteers are eligible to volunteer in the UK.