



Collection Volunteer role description

About the museum

Maldon Museum in the Park is a volunteer run organisation which tells the stories of the people, places and events of Maldon. The museum is housed in the Edwardian former Park Keeper's Lodge by the main gates of Promenade Park, and houses a collection that reflects the social, domestic and industrial history of Maldon and the surrounding district over the last two centuries, and beyond. The museum showcases various aspects of Maldon's history including:

- Items from long lost local industries such as Sadd's Joiners
- A model of the Maldon East Railway Station
- A lovely old fire engine
- Items related to the barge history of Maldon
- A baker's oven
- Old shopfronts stocked with bygone packets and tins

There is not enough space to display everything, so the displays change annually. There is also a small shop with souvenirs and new and second hand books for sale. Younger visitors love the free children's quiz which encourages exploration of the museum.

Volunteers are at the heart of the museum and the Collection Volunteer role, working alongside the Museum Curator, is key to ensuring that the objects and archives in the museum's care are well managed, looked after and interpreted.

What will I be doing?

The key tasks for a Collection Volunteer are to work with the Museum Curator to:

- Help maintain accurate and detailed records of the items in the museum collection
- Undertake basic research projects to increase the museum's knowledge about items
- Ensure that the collection is organised and stored correctly
- Maintain the label and panel information in the museum for the enjoyment of visitors
- Provide additional information about the collection for volunteers, museum newsletters or social media when asked to
- Contribute to new displays when appropriate

(*) Full training and support will be provided for all of these tasks

Where will I be based?

When working with the Curator and the collection you will be based at Maldon Museum in the Park which is located by the main gates to Promenade Park. The address is: 47 Mill Road, Maldon CM9 5HX. It is possible that some aspects of this role could be undertaken remotely.

How much time will I be expected to give?

We are looking for someone who can give a minimum of three hours a month. Times can be flexible to suit other commitments.

The museum is open from Easter – October on Wednesdays, Fridays, Saturdays, Sundays and Bank Holidays between 1-4pm. Collection work is carried out at other times, including during the winter.

What skills, qualities and experience do I need?

No experience or qualifications are necessary as this is a good opportunity to gain new skills. However this role would suit people who:

- Have an interest in local history and a good eye for detail
- Have good written and verbal communication skills, willing to share information with others
- Are enthusiastic and interested to learn about the history of Maldon
- Are reliable, friendly and polite
- Are comfortable working as part of a team
- Are able to work independently
- Are interested in a history or museum-related career

What support and training will I receive?

All volunteers will receive a welcome induction session which includes an introductory tour of the museum. Each volunteer is given a Volunteer Handbook which provides all essential information. Working alongside the Museum Curator, you will be introduced to all the appropriate museum guidelines for working with collections and will be given discreet training in some areas, such as object handling and will undertake on-the-job training for other aspects such as contributing to new displays.

What will Maldon Museum in the Park expect from me?

- To be reliable in attendance and dependable
- Maintain good working relationships with other volunteers
- Undertake appropriate training and attend volunteer meetings
- Represent Maldon Museum in the Park in a positive manner at all times
- Have read and understood the museum's Health & Safety, Fire and Emergency Evacuation procedures
- Observe the Museum's policies and procedures – these will be highlighted as part of your induction.

What can I expect from Maldon Museum in the Park?

- A welcoming and enjoyable experience
- The opportunity to learn and develop new skills and experience
- To be treated fairly and with respect
- To become part of a friendly, motivated and dedicated team
- Recognition and appreciation for your contribution
- The opportunity to meet people from all walks of life and make new friends
- Satisfaction of giving back to the community; promoting the work of the Museum
- Gain valuable experience to enhance your CV and job applications

How to apply

To apply to be a Collection Volunteer please pop into the museum or apply online at enquiries@maldonmuseum.org.uk