



Shakespeare Birthplace Trust Volunteer Role Description

Operations Department; Shakespeare's Birthplace, Hall's Croft and Shakespeare's New Place

Role Title: Volunteer Conservation Assistant (Winter)

Reports to: Emily Ireson, Town Houses Steward.

Purpose of role: To assist the House Steward in the weekly conservation deep cleans of Shakespeare's properties over the winter (November-March). This project will focus on preventative conservation routines and the deep cleaning of a different room each week.

This role would ideally suit someone with a passion for conservation and history. Through this role you will gain knowledge and experience in preventative conservation, pest detection/management, and site operations in a busy heritage environment. You will also be able to experience a different side to these unique properties and learn about their interesting structures and contents outside of regular hours.

Responsibilities:

- Working as part of a small dedicated team you will ensure the highest standards of collection care by assisting with the deep clean preventive conservation cleaning routines.
- To follow a weekly programme of conservation tasks within the sites, including care and conservation of collections items.
- To condition check collections items, and report issues to the house steward.
- Assist in the environmental monitoring of the site i.e. monitoring pest, relative humidity and light levels.
- Monitor the safety of collections whilst undertaking the deep clean conservation cleaning routines.
- Helping to protect the houses and collections by engaging with the public about conservation work and communicating key conservation messages to visitors.
- Maximise opportunities to engage visitors with the conservation work of the Shakespeare Birthplace Trust.

Requirements / skills:

- Good people skills with the ability to talk confidently to both individuals & groups.
- Experience in care of collections and object handling is desired (but not essential as training will be provided).
- Good hand-eye coordination skills and attention to detail.
- Ability to lift and carry objects, and be able to work at heights.
- Ability to start volunteering before general opening hours. This means early starts. 8.30am, 9.30am at Hall's Croft
- Ability to volunteer in a busy environment.
- Ability to volunteer in seasonal and dusty conditions.
- Ability to listen to direction and follow instructions.
- Interest in historic collections, house museums and collections care.
- An appreciation of the importance of preventative conservation.

Commitment:

A regular commitment of one day a week. Either a Tuesday, Thursday or Friday. The property you will be volunteering at will vary depending on the day of availability.

Length of project or placement:

November 2017 - March 2018

Administration points:

Examples:

- Volunteers to wear their own comfortable clothing (Black, Grey or Red)
- Volunteers to wear sturdy shoes, ideally black or dark brown hiking/working boots.
- Volunteer badges will be provided.
- Volunteer Conservation Uniform provided, and to be worn over own clothing.
- Smoking is not allowed on site.
- Food and drink is not allowed within the houses, only in designated areas, such as the Café.

Authorised by: Emily Ireson
Title: Town Houses House Steward
Date Created: 22/08/2017