

### Anne Hathaway's Cottage

- Role Title:** Volunteer Conservation Assistant
- Reports to:** House Steward and Conservation and Engagement Supervisor
- Purpose of role:** To assist the House Steward and Conservation and Engagement Supervisor in the daily care and preventative conservation routines within Anne Hathaway's Cottage.

This role would ideally suit someone with a passion for heritage conservation and history. Through this role you will gain knowledge and experience in preventative conservation, customer services, interpretation and site operations in a busy heritage environment. Throughout your time here there may be opportunity to develop and undertake your own individual conservation projects.

### **Responsibilities:**

- Working as part of a small dedicated team you will ensure the highest standards of collection care by assisting with the daily preventive conservation cleaning routines at the cottage.
- Assist in larger conservation projects during our annual deep clean of the cottage and its collection. Typical tasks include waxing floors, dusting high and low, and cleaning small and delicate objects.
- Assist in the environmental monitoring of the house i.e. monitoring pests, light levels and relative humidity.
- Monitor and record the safety of collections.
- Assist in correctly packing and moving objects.
- Helping to protect the houses and collections by communicating key conservation messages to visitors.
- Maximise opportunities to engage visitors with the conservation work of the Shakespeare Birthplace Trust.

### **Requirements / skills:**

- An interest in historic collections and museums and collections care.
- An appreciation of the importance of preventative conservation.

- Good people skills with the ability to talk confidently to both individuals & groups.
- Good IT skills desirable but not essential.
- Good hand-eye coordination and attention to detail.
- Ability to lift and carry objects.
- Ability to work in a busy environment.
- Ability to work in a cold environment.
- Ability to listen to direction and follow instructions.
- Ability to spend periods of time kneeling, and the ability to work at height.

**Commitment:** A regular commitment of one morning or afternoon every week/fortnight, with Wednesday mornings and Thursday afternoons being preferred. If you are interested in the role but cannot commit to these particular days, please contact us and let us know your availability as we may still be able to accommodate you.

**Length of project or placement:**

Ongoing

**Benefits of volunteering:**

- On completion of 20 hours volunteering for the Trust, all volunteers receive a volunteer card giving free entry to SBT properties and a range of discounts.
- There will be an annual service award each February for volunteers who have achieved 200 hours or more of volunteering in the previous year. This will be acknowledged by a lapel pin and certificate.
- Volunteer celebration days and coffee morning chats will be programmed throughout the year.

**Administration points:**

- Training will be provided as necessary.
- Volunteers to wear own practical, comfortable and warm clothing, in SBT brand colours (black, white, grey and red). Sensible shoes should be worn.
- Volunteer badges will be provided.
- Smoking is not allowed on site.
- Food and drink is not allowed within the cottage.
- The Trust will reimburse volunteer travel costs between their home address and the place they volunteer at the rate of 40p per mile, up to a 25 mile round trip or £10 per day. Volunteers travelling by train or bus may also claim up to a £10 daily maximum.

**Authorised by:** Amy Davies

**Title:** Conservation and Engagement Supervisor

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