



Shakespeare Birthplace Trust Volunteer Role Description

Collections Department (includes Libraries, Archives and Museums)

Our amazing collection of manuscripts books, furniture, art and artefacts helps us get closer to William Shakespeare. Among the treasures are documents which relate directly to Shakespeare, rare books and objects from Shakespeare's time and the RSC archive. We also hold material relating to the history of Stratford-upon-Avon. Volunteers can help support staff who catalogue and care for our collections.

Volunteer days: Thursdays and Fridays (morning / afternoon or all day, we are flexible)

Role Title: Reading Room Volunteer
Reports to: Reading Room Services Coordinator and Reading Room Services Assistant.
Purpose of role: To support the Reading Room team in providing excellent customer service to our Readers.

Responsibilities:

- Help the team with providing good photocopies of items requested by Readers, including careful handling of archival materials
- Greet our Readers and help them to find what they need using Reading Room resources and catalogues
- Moving trolleys and assisting with day-to-day routine tasks
- Gathering and putting away items from the stacks
- Undertaking ongoing projects such as basic listing, developing resources for Readers, research and working on displays and blogs
- We will provide you with training, so you don't need to be an expert!

Requirements / skills:

- Attention to detail
- Good people skills and the ability talk confidently to visitors
- Good team worker
- Experience of using photocopiers
- Physical fitness as you could be lifting books etc.
- IT skills desirable

Commitment:

We are looking for one or two volunteers who are available on Thursdays or Fridays, mutually convenient times to be arranged.

It would be great if you are available for 10 weeks

Administrative points:

- Volunteer passes will be provided
- Smoking is not allowed on site
- Food or drink should only be consumed within set areas of the site. Eating and drinking is not allowed in the strong rooms or whilst handling archive items

Benefits:

- 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
- We can provide travel expenses at a maximum of £10 per day
- 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 celebrations days are programmed throughout the year

Authorised by: Paul Taylor
Title: Collections Manager