



## Shakespeare Birthplace Trust Volunteer Role Description

### Mary Arden's Farm

**Role Title:** Volunteer Conservation Assistant  
**Reports to:** House Steward

**Purpose of role:** To assist the House Steward in the daily care and preventative conservation routines within Mary Arden's Farm.

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 preventative conservation cleaning routines at Mary Arden's Farm.
- Assist in maintaining accurate records and inventories.
- Assist in the environmental monitoring of the house i.e. monitoring pest activity and light levels.
- Monitor the safety of collections whilst undertaking daily conservation cleaning routines.
- Help to protect Mary Arden's Farm 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:**

- 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 IT Skills.
- Good hand-eye coordination and attention to detail.
- Ability to lift and carry objects.
- Ability to work in a busy environment.
- 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 would be ideal, half days considered, Tuesdays-Thursdays only.

**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 January 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 their own comfortable clothing in SBT brand colours (grey or black 'bottoms', red, white, grey or black top).
- Volunteer badges will be provided.
- Food and drink should only be consumed in designated areas.
- Smoking is not allowed on site.
- 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. Parking costs can also be claimed within the £10 daily maximum. Volunteers can claim a combined total of up to £10 for mileage and parking.
- Volunteers travelling by train or bus may also claim up to a £10 daily maximum.

**Authorised by:** Samantha Gull  
**Title:** Houses Steward  
**Date:** 15.2.17