



Shakespeare Birthplace Trust Volunteer Role Description

House Operations

Role Title: Volunteer Conservation Assistant

Reports to: Emily Ireson, Town Houses House Steward.

Purpose of role: To assist the House Steward in the daily care of collections and preventative conservation routines within Shakespeare's Houses

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:

- Volunteering 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
- To follow a programme of conservation tasks within the houses
- To condition check collections and replicas displayed within the houses
- Engaging with the public about conservation work
- Assist the House Steward in correctly moving and packing objects
- Assisting in maintaining accurate records and inventories
- Assist in the environmental monitoring of the house i.e. monitoring pest, relative humidity and light levels
- Monitor the safety of collections
- 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:

- 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 skills 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:

Regular commitment of one to two days a week, half days considered, Tuesdays only. Depending on days of availability you may be based at either The Birthplace, or Halls Croft. Occasional evening work may be needed but is not compulsory.

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 celebrations days and coffee morning chats will be programmed throughout the year.

Administration points:

- Volunteers to wear their own comfortable clothing (Black, Grey, White or Red)
- Volunteer badges will be provided.
- 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: 17/02/2017

Updated: Emma King, Volunteer and Community Outreach Officer