



Shakespeare Birthplace Trust Volunteer Role Description

Department Name

Role Title: Volunteer Conservation Assistant

Reports to: Emily Ireson, Town Houses Steward.

Purpose of role: To assist the house steward and part-time conservation assistant in the daily care of collections and preventative conservation routines at Shakespeare's New Place exhibition and garden

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, 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 and workshops.

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.
- To follow a weekly programme of conservation tasks within the New Place site, including care and conservation of its many statues.
- To condition check collections items and statues, and report and issues to the house steward.
- Assisting in maintaining accurate records and inventories.
- Assist in the environmental monitoring of the site i.e. monitoring pest, relative humidity and light levels.
- Monitor the safety of collections whilst undertaking weekly 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 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 work outdoors
- 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 up to four Fridays a month. 10am-4pm including a lunch break. Fridays 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 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 will be programmed throughout the year.

Administration points:

Examples:

- Volunteers to wear their own comfortable clothing (Black, Grey or Red)
- 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: 11/07/2016