



VOLUNTEER ROLE DESCRIPTION

Role title:	Research Room Volunteer
Background and Role purpose:	<p>East Grinstead Museum is a unique and valued part of our community, telling the fascinating story of our town, and housing the archive of plastic surgeon Sir Archibald McIndoe, who worked at Queen Victoria Hospital.</p> <p>The museum is a charity which, despite its importance to our local heritage, has very limited funding. We, the Trustees and Museum Manager, rely on our large team of dedicated volunteers, who fulfill a wide variety of roles, to ensure the museum stays open and free for everyone.</p> <p>Our Research Room is available for everyone to research the history of East Grinstead, its surrounding villages and the Guinea Pig Club. It contains a wide collection of books, articles and newspaper clippings.</p> <p>This role will help with the maintenance and development of the Research Room collection.</p>
Role description:	<ul style="list-style-type: none"> • Add items to the collection by cataloguing and indexing using the Dewey system • Maintain the collection e.g. by moving books to provide space; shelving newly catalogued books • Maintain and update the newspaper cuttings collection • Train Stewards and other volunteers in research methods to answer enquiries • Assist other members of the Research Team as needed
Attributes for the role:	<ul style="list-style-type: none"> • An interest in the work of the museum and the history of the town • Computer literate • Analytical, with attention to detail • Accurate and methodical approach • Able to work on your own initiative
Where:	Based at East Grinstead Museum, Old Market Yard, Cantelupe Road, East Grinstead, RH19 3BJ



When:	Flexible, according to your availability, but some Fridays to work alongside other members of the team would be helpful.
Benefits for you:	<ul style="list-style-type: none"> • Work in a committed and friendly team • Make new friends and contacts • Develop knowledge about East Grinstead area and the museum. • Work with the public and develop communication skills • Use your skills in a different way and develop new ones.
Our commitment to you:	<ul style="list-style-type: none"> • Full induction and ongoing training to enable you to carry out your role • Regular meetings for volunteer updates • Car parking • Free refreshments while on duty • Staff discount in the museum shop
Like the sound of this role?	Come in for a chat and a look around the museum, meet the team, have a taster session before you make up your mind.
Or, maybe this role is not quite for you, but you would like to know more ...	Why not ask about other volunteering opportunities in Visitor services, Administration, Collection management, research and other areas?
Please contact: Updated March 2022	Jonathan Parrett, Museum Manager manager@eastgrinsteadmuseum.org.uk 01342 302233