



Archive & Supporting Collections Volunteer

Role description

The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over the last 80 years, the Museum has dramatically transformed from a training aid for the army to a 21st century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the recent war in Afghanistan. The entire collection has Designated Status.

The Archive and Supporting Collections Department

The Archive and Reference Library is a Place of Deposit for The National Archives. It is the UK's foremost research centre on the subject of armoured warfare and holds documents, photographs, technical drawings, maps, moving images, books and journals directly related to the Royal Armoured Corps and particularly the Royal Tank Regiment. The Supporting Collection is responsible for storing and caring for collection items such as uniforms, equipment and fine art and assists the Exhibition Department in developing showcases and identifying and preparing items for display.

Volunteer role

The role will assist with the cataloguing, scanning and caring of documents and Supporting Collections items.

Role Profile

Role Title	Archive and Supporting Collections Volunteer
Department	Curatorial
Key Relationships	Archive and Library Manager Archive and Library Assistant Manager
Overall Role Purpose	To assist the Archive and Supporting Collections team in cataloguing and caring for the Tank Museum Collections
Key Accountabilities	To assist in ongoing cataloguing and scanning projects of both the Archive and Supporting Collection. Support the rest of the organisation including participating in events and supplying information to other departments as appropriate.

Person Specification

	Essential	Desirable
Knowledge and Skills	Excellent organisational skills and an ability to present a large volume of information coherently Ability to work quickly and accurately with minimum supervision IT literate – familiarity with Excel, Word and scanning software	Good subject knowledge A basic level of understanding of the handling of historic documents
Experience		Time volunteering or working within a Museum/archive
Communication	Be able to communicate verbally and in writing with a wide range of individuals and organisations Attention to detail and accuracy Good organisational skills Effective time management skills Strong communication and presentation skills.	

	Ability to work well within a busy team.	
--	--	--