

Collections Cataloguing & Digitisation Volunteers

<u>Reporting to:</u>	House Manager
<u>Liaison with:</u>	Archive Volunteers
<u>Contract Type:</u>	Voluntary
<u>Salary:</u>	Travel allowance paid to set fee

Background:

The Stansted Park Foundation is a Charitable Trust set up to preserve the Grade II* Listed Edwardian stately home and other assets contained in an 1,800-acre estate in the South Downs National Park. Having developed over hundreds of years, the original 11th century hunting lodge now delivers exceptional experiences to visitors throughout the year.

The success of Stansted House comes not only from its unique setting and history, but also from the passion and enthusiasm of the dedicated people who work here. This year promises to be an exciting one for our small team and we need an enthusiastic, self-motivated person to take ownership of this role.

If you enjoy working in a small team, have outstanding communication and organisational skills and are able to hit the ground running, this could be the perfect job for you.

Hours:

Working a minimum of five hours a week under the initial supervision of the House Manager. Days are flexible dependent on the availability of the House Manager until a probationary period has been worked. There is no fixed term period to the position as workload is dependent on the quantity and quality of work required to complete the task.

Job Description:

A future aim of the Foundation is to make the collection more accessible to staff, volunteers, researchers and the general public. We are in the initial stages of collating the chattels of the Foundation to be uploaded to a collections database. Our focus is on taking the collection to the public as well as bringing the public to us. This is the first time all our collection records have been reviewed; this is therefore a unique opportunity to identify objects with potentially fascinating stories which have previously been overlooked.

If you are new to working with collections and are looking for additional experience in a working environment towards a future career in collections, this may be the starting point you need.

What skills are needed?

- Accurate typing
- Basic computer skills
- Good camera skills
- An eye for detail

What skills will be learned / gained?

You will:

- gain practical collections management experience on a live project within a stately home
- receive training documentation of collections
- gain experience of analysing collection objects, identifying objects suitable for exhibition and further research
- develop transferable skills, including data management and the use of content management systems
- become part of our friendly and dedicated volunteering team.

DBS Check Required:

No

Driving Licence Required:

No, but transport required to rural location

Does this role have age restrictions:
years of age.

Yes, applicants must be over 18

Mandatory training required for role:

No

Extra information:

If you'd like to work, availability would be between 10am and 4pm, mainly but not exclusively, on Mondays, Thursdays and Fridays.

PERSONAL SPECIFICATION:

Working at Stansted House is a team effort requiring a flexible, can-do attitude; everybody mucks in to make brilliant things happen.

You will need:

- Prior knowledge, experience or a strong interest in learning about the history and heritage of Stansted House, its art, chattels and grounds.
- An interest in working with historic collections.
- Meticulous attention to detail.
- To be trusted with keys and the security of sensitive collections.
- To be a committed team player with a positive attitude, as well as the ability to work alone in the house at times.

Applications:

Please send a CV and covering letter registering your interest in this position to:

Daniel Cook

House@stanstedpark.co.uk