



## Littlehampton Museum

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# Volunteer Role Profile Project Time Machine Assistant (Cataloguing)

As part of Project Time Machine, Littlehampton Museum is looking for someone to join its busy team as a volunteer to assist with cataloguing. If you're available for at least 3 hours each week then we'd love to hear from you.

## What Is Project Time Machine?

Littlehampton Museum has been awarded a National Lottery 'Unlocking Collections' grant to fund a brand-new community project. Following an extensive community consultation, we are now looking for volunteers to work in the Museum's Hearne Gallery, cataloguing and researching the social history collections, capturing rich new context and hopefully uncovering some currently "hidden" histories.

We're excited about it, come and be involved.

## What's in it for you:

Volunteering with us you will:

- Meet new people and become part of a fun and friendly team
- Learn about our varied and interesting collection.
- Have an opportunity to use your existing skills to help your local community and develop new skills useful not just in the museum sector, but everywhere.

## What does the role involve?

We are developing our computerised catalogue records for our Social History collection. Your role will be to assist in the creation of these new detailed records, by entering vital data onto our collections management system, and checking these against our historic written records.

## This role will suit people who:

- Are happy to enter data onto a computer system
- Have an interest in Littlehampton and its heritage
- Are self-motivated and able to work in small groups
- Have an excellent eye for detail
- Happy to answer questions from our visitors (you will be working in a public area).
- Are willing to learn – we will teach you everything you need to know.

**Frequency and Location:**

Ideally, you will be willing to give a minimum of three hours a week to the role, but Littlehampton Museum are happy for you to give as much time as you are willing to. This can be discussed with the Museum Team prior to starting, and at any time throughout your time as a volunteer.

The role location is the Littlehampton Museum, Manor House, Church Street, Littlehampton.

**Induction, training and support.**

There is an induction procedure as part of becoming a volunteer with the Littlehampton Museum.

You will be given full training to enable you to complete your role.

You will be supervised in your role by the Project Time Machine Officer, who is responsible for your day-to-day volunteering needs and will be available to help you in your volunteering journey.

**About the Museum:** Over the past 150 years Littlehampton has transformed into a bustling seaside tourism town, and its town museum tells the story of Littlehampton itself, as well as the surrounding villages which make up this picturesque region of Sussex. Admission and helpful advice is free, and the Museum enjoys a delightful situation at the end of the historic High Street, in the beautiful Grade II listed Manor House, which it shares with Littlehampton Town Council. Visitors can enjoy exploring the permanent galleries, where they can see a wealth of extraordinary Bronze Age, Iron Age and Roman archaeology, beautiful fossils found in the region, and discover the story behind the town's journey from Roman settlement through to the prosperous Victorian era and the present-day leisure haven.