**Role:** Collection Care

**Where:** Coventry Archives (Situated within the Herbert Art Gallery and Museum)

**When:** (informal interviews held week starting 18th of October). Wednesday-Friday between the hours of 10:00am-4.00pm for a minimum of 3 hours a week. Volunteering on either a Monday/Tuesday or Saturday will depend upon staff capacity

**The Coventry Archives and Research Centre holds one of the most important regional archives in the UK, containing books, documents and records relating to every aspect of Coventry including a significant collection from the medieval and post Second World War periods.**

**We are looking for volunteers to assist with the processing and listing of new archive collections. Full training will be provided together with equipment.**

**What the role involves**

* Removal of harmful elements from archive collections such as paperclips and staples
* Re-boxing of archive material into appropriate acid free enclosures and boxes
* Relevant listing of the content of archive material onto an Excel spreadsheet
* Assessing the need for conservation and specialised packaging

**Skills, knowledge & qualities we are looking for**

* Structured approach
* Experience of or awareness of careful handling guidance
* Attention to detail

**Benefits and training**

* Gain new skills in collection care procedures
* Learn about the equipment used in the preservation of archives
* Obtain an understanding about listing of archive material that will ultimately be catalogued into Adlib our cataloguing management system

**If you would like to be considered for this unique volunteering opportunity, please contact Esther Miranda: 024 7623 7587 or email:** [**volunteering@culturecoventry.com**](mailto:volunteering@culturecoventry.com)

Culture Coventry Trust is registered under the Charities Act 1960, Registration No. 1152899. We rely on volunteering support and donations, to enable us to bring the rich history of Coventry to life, through engaging visitor experiences across all our sites.

Our volunteer programme is vitally important to us and we work closely with all our volunteers to understand their needs, to ensure they also benefit from their volunteering experience with us.