

## **Volunteer role: History archives**

Supporting ArtCare's History Project Lead to care, record and share Salisbury District Hospital's healthcare archive and medical collection to the wider community.

Regular help is needed to (you can opt for one or more of these activities):

- Photograph objects
- Scan photographs, letters, plans, articles
- Record oral history interviews
- Transcribing
- Convert formats (ie. slide to digital media)
- Record information about objects and archive items
- Input details into museum collection database
- Prepare storage materials for objects and archives
- Research an item and prepare written notes
- Support on history events, talks and community engagement activities

ArtCare induction will include training and support in the following:

- Special equipment (cameras & scanners etc)
- Object handling, packing and marking
- Database software
- Oral history interview techniques (as needed)

### **Skills and responsibilities:**

Volunteers do not need previous experience; however having an eye for detail, have a common sense approach, being comfortable using a computer is desirable.

- Ideally available for a minimum of 2 hours per week for 3 months (*this is a flexible arrangement*)
- To respect and uphold Trust policies including Health & Safety, Confidentiality, Equal Opportunities and the Disability Discrimination Act
- Reliability, and responsibility to the team – be realistic and don't take on too much

As a volunteer, you are expected to be professional in your duties. You are representing both Salisbury NHS Foundation Trust and ArtCare. ArtCare staff will always hold final responsibility for the task / session and will advise on any technical aspects of the current work. We want our volunteers to be respected for the skills they bring as individuals. Our aim is to give you an opportunity to gain experience and achievement of helping to preserve a heritage collection for the future.

Volunteering with ArtCare will have benefits for you as well:

- An opportunity for you to develop your personal and teamwork skills
- Valuable work experience
- Appropriate training and ongoing support from ArtCare staff and Voluntary Services
- Regular personal meetings to explore individual training needs and ideas for new work including interim & exit interviews
- Travel expenses (within a 20 mile radius) and meal allowances as set out by Voluntary Services criteria
- Volunteer parking permit
- Public liability insurance