

Archive Research Volunteer

General Responsibilities:

- Undertaking research into various topics, e.g. personnel histories, aircraft histories, and unit histories, as set out by the Archivist.
- This usually involves searching Archive boxes and collections for relevant information and then recording the information in a report on Microsoft Office Word.
- This can also include digitising records as part of the research, as requested by the Archivist.
- Reporting any serious issues, concerns, accidents, and emergencies promptly.

Training and Duty Details:

- The volunteer will be required to take part in any relevant training.
- This will include training conducted by the Archivist on research methods in the Archive collections, the process of recording the information, and the process of digitising records, if required.
- Research will take place within the Museum Archive Reading Room, under the supervision of a member of the Collections team.
- The volunteer will comply with the Museum's Health and Safety Policy, the Volunteer Handbook, and always operate with a regard to good environmental practices.
- Volunteer hours are between 09:00 to 15:30, Monday to Friday.

Essential Attributes:

- Willingness to learn how to undertake Archival research, as per the training provided.
- An understanding of good heritage practice in relation to Archival records, or a willingness to acquire this knowledge. For example, how to properly handle records and search a box collection.
- A good level of competency using computers.
- Previous experience of working with Microsoft Office programmes.
- Good timekeeping and the ability to meet deadlines.
- Excellent attention to detail.
- Good team player.

Desired Attributes:

- Experience of handling archival records, including delicate documents and photographs.
- Experience of researching historical collections.
- An interest in military or aviation history, especially the period covered by our collections.

Rewards:

- Induction, training and support.

- Being part of a supportive team that promotes and makes a significant difference to the Army Flying Museum and the heritage of British Army aviation.
- 20% discount in the Museum shop and café.

All these arrangements are binding in honour only and not intended to be legally binding.