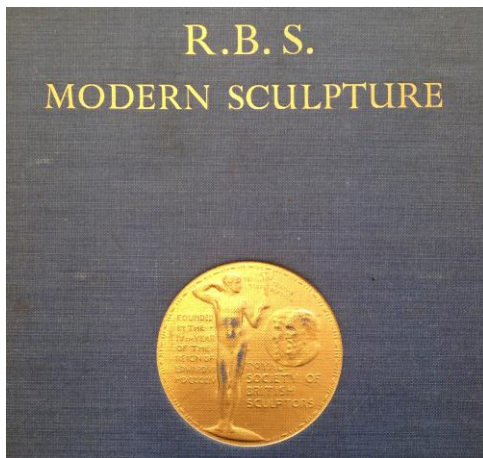


Role Description

Archive Volunteer



What is an Archive Volunteer?

Archive volunteers assist with a range of tasks connected with the Royal Society of Sculptors archive based at the Society's Headquarters, Dora House. The Society's archive is housed in the basement of the building and is comprised of past and present members' files. As a working archive it is a valuable source of information on the collective work of the Society's members and history of the Society. Diligent and systematic volunteers are required to ensure this resource is well organised and accessible for research enquiries.

What's in it for you?	<ul style="list-style-type: none"> • Hand-on experience organising an archive and processing research enquiries • The opportunity to take joint ownership of the Society's archive • Be part of our community of sculptors, artists and curators • Develop your skillset and enhance your CV • Join a small and welcoming team • Be involved with a positive and engaging volunteer culture including social events and outings • A reference when you have volunteered with us regularly for 6 months
What's involved?	<p>Archive Volunteers assist with:</p> <ul style="list-style-type: none"> • Preparing correspondence in response to archive enquiries • Documenting sculpture and Royal Society of Sculptors' Members information • Maintaining the filing system • Other ad hoc archival duties as and when required
This role will suit people who...	<ul style="list-style-type: none"> • Have an interest in the archives and/or wish to gain experience within an arts organisation • Are interested in sculpture/three dimensional art • Are proactive and can take ownership of tasks • Are diligent • Always pay close attention to detail • Work systematically • Are able to think creatively while dealing with archive enquiries and use all the available resources to provide a detailed response • Will be happy to work as part of a team of two archive volunteers
Availability	<p>Archival volunteering takes place at the Society headquarters on Tuesdays. We are looking for two volunteers to work the same shifts.</p>

Main contact	Louise Sanders, Communications and Events Manager
Training/Resources	<ul style="list-style-type: none"> • The Communications and Events Manager will give you specific briefing and training as needed • The Volunteer Co-ordinator will provide a volunteer induction • Additional internal, and potentially external, training as appropriate
Getting to the Society	<ul style="list-style-type: none"> • The nearest tube stations are South Kensington and Gloucester Road (both Piccadilly, Circle and District Lines) • There are several bus stops within walking distance • We reimburse travel expenses up to £8 per day
This sounds interesting... How do I get involved?	<p>If you have any questions you can contact our Volunteer Co-ordinator by emailing volunteers@sculptors.org.uk or telephoning 020 7373 8615</p> <p>Prospective volunteers will be invited to an informal, group interview to discuss the role further in person.</p>
<p>The Royal Society of Sculptors values the involvement of volunteers; they enhance our scope and bring in new ideas and perspectives. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	