

Volunteering at

JANE AUSTEN'S HOUSE

Collections Support Assistant Role Description



About this role

Jane Austen's House has a unique and globally significant collection of first editions, letter and wonderful objects that document Austen's life and legacy. Our volunteer collection support assistants help ensure that this fascinating collection is managed and archived in a considered and careful manner. From research to record keeping, this role is the ultimate behind the scenes, hands on role.

What's Involved?

- Working with our online collections management catalogue to update records for objects
- Being a part of the annual inventory checking team
- Inventory marking and photographing objects
- Collection's Management training from our skilled staff team
- Research into the history, context and provenance of objects
- Occasionally facilitating access for researchers
- Occasionally helping to develop and install exhibitions and displays
- Helping visitors to understand the role of JAH in Jane Austen's creative life
- Helping visitors to understand that JAH is a charity and that their visit supports the museum

- Getting to know health and safety and evacuation procedures
- Following the JAH code of conduct

How much time would you need to give?

At least one morning or afternoon a fortnight.

This role will suit you if you....

- Have a great attention to detail, and enjoy being quite precise
- Have experience of working with computer databases, or are comfortable to learn.
- Enjoy being part of a busy, lively and supportive team.
- Love Jane Austen! (This is actually not essential, but having a strong interest in English Literature, the Regency period or sharing stories from the past is important. You will pick up lots of facts and information through volunteering).

Things to know....

- This role will be under the direct management of the museum Curator
- Computer literacy is essential
- Please note this role may require JAH to request references or carrying out a DBS check

How to apply

If this sounds like the right volunteer role for you, we would love to hear from you.

We ask all new volunteers to fill in a brief application to tell us a little bit more about you and why you think this role is suitable for you.

Please send completed applications, or if you have any questions, please contact our Head of Commercial & Visitor Experience

susan.rayner@janeaustens.house

Thank you