

Collections Volunteer **at the Museum of Archaeology and Anthropology (MAA)**

Why MAA needs this role

MAA has a collection of more than a million archaeological, anthropological and photographic objects that are researched, managed and made accessible by a small but dedicated staff. Collection volunteers provide much-needed help with on-going projects including, but not limited to, improving catalogue records, object research, digitisation, re-packing storage boxes, etc.

Volunteer Tasks

- Updating the Collections Management System with improved descriptions and locations
- Repacking boxes to appropriate standard
- Digitisation, such as scanning photographs and archives
- Other duties, as needed.

What you will gain from this role

- Learning from, and working with, an enthusiastic, experienced collections team
- Practical experience of working within a museum environment, including experience of collections management systems, object handling skills and an understanding of museum procedures and policies.
- Satisfaction of giving back
- Acquire valuable experience that will enhance your CV and set you apart in the job market
- Gain cultural sector contacts within a supportive environment

Skills required

Volunteers from all backgrounds and experience are welcome, especially those who have an interest in working in the Museum and Heritage Sector.

Collections volunteers need to be able to work unsupervised as well as part of a team. You will need excellent attention to detail and good computer skills. Good communication skills, including aptitude in English, is essential. Manual dexterity is important, as is being physically fit with the ability to safely lift up to 20kg.

You will also need to be willing and available to undertake any appropriate training for the role.

Potential time commitment: As appropriate to accomplish tasks, as determined by consultation between volunteer and Collections Manager

Location: Museum of Archaeology & Anthropology, Downing Street, Cambridge CB2 3DZ

Responsible to: Collections Manager

Training and Support

All volunteers will be inducted, trained and supervised by a Collections Manager and other staff members as appropriate. Volunteers will be invited to exhibition openings and social events where they can meet other volunteers and Museum staff. They will also be entitled to discounts on purchases from the Museum shop.

Health and safety responsibilities

You will be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

To Apply

Please download and complete the Expression of Interest Form and then email the completed form to the relevant Collections Manager:

Jocelyne Dudding, Manager of Photographic Collections, jd324@cam.ac.uk
Imogen Gunn, Collections Manager for Archaeology, imogen.gunn@maa.cam.ac.uk
Rachel Hand, Collections Manager for Anthropology, Rachel.hand@maa.cam.ac.uk

Or send it attention to the relevant manager at:
Museum of Archaeology and Anthropology, Downing Street, Cambridge CB2 3DZ.

About the Museum of Archaeology and Anthropology (MAA)

Cambridge University's Museum of Archaeology and Anthropology offers a feast of images and ideas. It houses world-class collections of Oceanic, Asian, African and native American art - canoes, sculptures, masks, and textiles - and major archaeological discoveries, ranging from the earliest stone tools, discovered by Louis Leakey in Olduvai Gorge, to British finds from Roman and medieval periods. As well as being open to the general public, the Museum of Archaeology & Anthropology is a research and teaching facility of the University of Cambridge.

About the University of Cambridge Museums

University of Cambridge Museums is a consortium of the eight University Museums, which works in partnership with the Cambridge University Botanic Garden and other Cambridge University collections. They include: Fitzwilliam Museum, Kettle's Yard, Museum of Archaeology and Anthropology, Museum of Zoology, Museum of Classical Archaeology, Whipple Museum of the History of Science, The Sedgwick Museum of Earth Sciences and The Polar Museum.

The University's collections are a world-class resource for researchers, students and members of the public representing the country's highest concentration of internationally important collections, all within walking distance of the City Centre.