

BLETCHLEY PARK

Collection Conservation Volunteer

Volunteer Role	Collection Conservation Volunteer (2 positions available on a Monday)
Reports to	Collections Assistant
Closing Date	Friday 5 th April
Taster Day Date	Thursday 18 th April
Purpose of role	<ul style="list-style-type: none">• To work under the direction of the collection team to ensure that the presentation standards across the site are upheld.• To ensure that preventative conservation is carried out in accordance with museum standards.
Key Tasks (This is not an exhaustive list)	<p>After relevant training has been provided and where appropriate:</p> <ul style="list-style-type: none">• To help care for and preserve the Bletchley Park Trust's collections.• To undertake housekeeping duties in set-dressed rooms in the Mansion and Huts where appropriate; dusting, cleaning, vacuuming or polishing objects.• Carefully following instructions as to the correct cleaning methods to assure the long-term conservation of the collections and buildings.• Where appropriate assist with the removal of objects from cases and cleaning of display cases.• To carry out preventative conservation to objects and building collections where necessary.• To assist with the monitoring of 'Agents of Decay' e.g. pests, light, humidity and temperature.• To assist with the packing, moving and storing of objects in the collection in accordance with best practice.• To assist with labelling and marking of the object collection.• To assist with sewing dust covers and cases• Working in front of visitors while the site is open to the public• Assist with basic documentation tasks in relation to the above duties
What we are looking for	<ul style="list-style-type: none">• A keen eye for detail, good hand-eye coordination and accuracy

BLETCHLEY PARK

	<ul style="list-style-type: none">• An interest in historic collections and the Bletchley Park story• Enthusiasm for learning conservation techniques• Ability to concentrate for prolonged periods• Ability to be comfortable working at ladder heights• Ability to be comfortable with heavy lifting and manual handling• Ability to work as part of a team• Basic proficiency in sewing is desirable• Basic IT skills & photography is desirable
Training and induction	<ul style="list-style-type: none">• An induction to the site and the Bletchley Park story• In house training will be provided by the Collection Team on all areas covered by the Volunteer, training will be reviewed on a quarterly basis.• Fire Awareness training,• Health and Safety training and where appropriate manual handling training.• If further training is required, this will be issued as required.
Dress code	Clothing appropriate to the role.
Commitment	Due to the levels of concentration required, shifts are often limited to short or half days. This will be discussed with and confirmed with volunteers at the time.
Equipment	All equipment will be provided.
Other	<ul style="list-style-type: none">• Certain volunteers may be asked to become First Aiders or Fire Wardens• Travel expenses will be reimbursed providing the minimum commitment of 4 hours a week is met and subject to prior agreement with Collections Assistant/Curator.• Collection volunteers are encouraged to attend the bi-monthly volunteer meetings and the bi-monthly staff and volunteer meetings.

To apply please visit www.bletchleypark.org.uk/support-us/volunteer to download an application form. Please return the completed application form to volunteer@bletchleypark.org.uk

This role is purely voluntary and does not create a legally binding arrangement or employment contract