

# **Alford Heritage Museum**

## **Volunteer Roles**

Alford Heritage Museum has been run exclusively by volunteers since 1991. We invite you to join us, carrying on this tradition and being involved in an exciting new chapter for the Museum.

There are many ways to get involved! You need not have experience or specific knowledge of the collections to volunteer - just enthusiasm, interest and a few hours to spare.



- Maybe you enjoy telling stories?
- Like the idea of welcoming and hosting visitors?
- Perhaps you'd enjoy hands-on opportunities with the collection?
- Are you good at administrative tasks?
- Or could you help us to maintain our unique and historic building?

Volunteering has many benefits - from socialising and sharing, to feeling part of a community, developing new skills and building your CV.



Recognised award schemes are available for younger volunteers and reference writing is offered to all volunteers upon request.

The Museum is committed to valuing the interests and talents of individual volunteers and, with continued support, we are confident that your time spent volunteering will be a positive and fulfilling experience.



# Collections Care

## **What is a collection and how can we care for it?**

At Alford Heritage Museum, we are very lucky to have some diverse, varied and rare collections. These are often made up of objects and stories donated to the Museum, or on loan.



We are keen to preserve, promote and share these collections using a sympathetic and informed approach. Working with and alongside experienced volunteers you can learn new skills in these areas or perhaps you have experience you can share with us!

**You can access Collections Care at different points. We are always open to discussion about what these roles could look like for you, but here are some of the main tasks that you would have the opportunity to be involved in!**

- Researching objects and their historical backgrounds
- Cleaning and maintaining objects and displays in the collection
- Documenting and listing and archiving items
- Telling stories with and through the objects
- Interpreting and curating displays
- Helping to sort out, organise and exhibit a backlog of objects in storage
- Digitisation of items in the collection

# History and Heritage

This role works closely with Collections Care to identify and undertake relevant, in-depth research into the collections and stories of the local history and heritage in the Alford and Donside area.

## Tasks include:

- Liaising with other teams across the Museum to identify research projects
- Using national resources and databases to assist research
- Establishing connections with any relevant local and national organisations to expand research base
- Documenting findings - this could result in an exhibition
- Sharing findings with other team members within the museum and collaborating where appropriate with other organisations and institutions.



# Museum Host

The Museum couldn't function without people to meet, greet and welcome our visitors. We aim to provide a warm, welcoming atmosphere in the museum, ensuring our visitors return again and again. Do you enjoy meeting new people and building community connections? Are you keen to share the exciting exhibits and provide local information to visitors? Perhaps this is the role for you?

As a Museum host no two days are the same, but you can expect to carry out some of the following tasks:

- Introduction to Museum
- Meet, greet and host visitors in Museum
- Welcoming group visits, guiding - when they can resume
- Occasional attendance at outside events to promote Museum
- Putting out signs and general housekeeping
- Entry fees and tickets - cash handling and electronic payments
- Covid compliance as appropriate





# Museum and Grounds Care



At Alford Heritage Museum there is always something to keep us busy, especially with regards to the maintenance and preservation of our rich collections and building. Through doing this we create an environment where we can shine a light on the objects, allowing them to shine!

Do you enjoy being hands on? Have an interest in preservation or simply enjoy a few hours gardening? There is a role for you within the Museum and Grounds Care team.

## **Here are some of the main tasks you could be undertaking in this role:**

- Identifying works to be done and creating a work plan
- Gardening and keeping outside area presentable and welcoming
- Closing down for winter and reopening again (water, etc.)
- Cleaning, painting and general repairs
- Working alongside the Collections Care team to maintain larger objects
- Liaison with contractors and external agencies.





# Trustee/Board Member

Joining the Board of Trustees is a role in which you will be able to assist in the planning, development and organisation of the Museum. This role will give you the opportunity to discuss and problem solve any issues the Museum may be experiencing whilst also developing, alongside other trustees, a collective vision and ambition for the Museum.

The Board usually meets once a month to discuss issues and developments within the Museum. If you are interested in the preservation, value and development of the Museum, joining the Board of Trustees could be the rewarding experience you are looking for.



**Here are just some of the tasks that the Board of Trustees undertake regularly:**

- Strategic direction of organisation
- Identifying potential funding streams and submitting funding applications
- Developing and sustaining links within the local community
- Developing and delivering work plans
- Establishing and sustaining links with Aberdeenshire Council and national bodies for museums and heritage
- Ensure compliance with statutory requirements
- Managing finances and expenditures

# Community Engagement

The Community Engagement role looks to develop the rich heritage and story we hold in the Museum and share it with the communities of Alford and Donside, in different ways.



This role sees you developing and sustaining relationships with community members, often working alongside the community groups to develop engaging and enriching projects that centre around our collection and wider ideas of heritage. This can often take the shape of planning and delivering events or creating projects that are developed alongside other organisations.

Some of our community engagement roles require a PVG to undertake. This will be provided free of charge from the Museum.

**This varied and rewarding role gives you the chance to engage and support learning, development and sharing. If you enjoy working with people this may be the role for you!**

- Developing and sustaining relationships with local community groups
- Working with local community/schools to develop engaging and accessible projects
- Identifying opportunities to engage community members who may experience barriers to access
- Planning organising and delivering events (in person and online)
- Working across the Museum with other volunteers where appropriate
- Undertaking risk assessments where necessary
- Developing relationships with local artists and working with them to support and achieve their vision.

# Projects

We often have the opportunity to work on specific projects - these can see the curation of new exhibitions or working with the collection in new and exciting ways. Different teams within the Museum often identify and work on projects collaboratively.

Some examples of current projects include:



## Reminiscence Boxes



We are grateful to be in receipt of funding from the Co-op to collate and produce a number of reminiscence boxes which can be loaned from the Museum for use in settings throughout Alford and Donside.

## Conservation of Larger Objects

We have many large objects in our collection which require careful cleaning and care so that they can be put on display. You may have specialist knowledge and skills of how such objects were used and how they should be maintained to preserve them for the future.

## Preparation of Collection Inventory

Museum records allow us to properly care for and access the collection. They prove ownership, describe the material in the collection, document loans, and locate objects, as well as ensuring the museum collections are physically and intellectually available for collections management, interpretation, exhibition, and research.

**Alford Heritage Museum  
3 Mart Road  
ALFORD  
AB33 8BZ**

**Tel. 019755 62906**

**E-mail: [info@alfordheritagemuseum.com](mailto:info@alfordheritagemuseum.com)**

**Website: [www.alfordheritagemuseum.com](http://www.alfordheritagemuseum.com)**

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