

# Archive Collections Volunteer

Guildford Cathedral is currently seeking new volunteers to join our team, undertaking a vital role in the archiving, cataloguing and digitising of materials from the Guildford Cathedral Archives as part of the People's Cathedral Project.

In March 2015 Guildford Cathedral was awarded a grant of £4.6 million by the Heritage Lottery Fund (HLF) to undertake an ambitious 30 month project to secure the long term future of the building for the wider public benefit.

We seek volunteers to join our project team, working with archive materials from Guildford Cathedral. Under professional supervision, volunteers will be involved in a range of activities to manage, catalogue, digitise and promote the archive materials throughout the community.

## **Tasks:**

- Cataloguing parts of the Cathedral Archives to recognised archival standards
- Repackaging and preservation tasks to recognised archival standards
- Scanning and digitisation work with the photographic collection
- Assistance with Records Management Tasks
- Support of promotional activities

## **Skills:**

- Previous experience of archive/digitisation programmes or willingness to learn the necessary skills.
- Personal interest in archive materials, heritage or local history
- Good standard of written and spoken English
- Ability to work independently and as part of a team
- Methodical approach and very good attention to detail
- Excellent interpersonal and communication skills
- Good ICT skills (word processing, database and spreadsheet applications)

## **Support and Training:**

- Full in house training will be provided
- Introduction to archives and records management skills relevant to the tasks
- Opportunity to develop practical knowledge in aspects of archives and records management.

This is a fantastic opportunity for anyone wishing to volunteer at the Cathedral and get a behind the scenes glimpse into the history of Guildford Cathedral. It offers a wonderful chance for anyone interested in a career in archives and heritage.