

# Volunteer Curator

## Background

The internationally acclaimed Hawley Collection comprises over 100,000 objects that tell the story of tool making, cutlery manufacture and silversmithing through objects, archives, photographs and audio-visual material. This collection is recognised as being of national importance, and is unique in that it combines finished artefacts and work in progress to illustrate how things were made, and records the development of Sheffield's manufacturing processes, products and companies, as well as demonstrating the skills of the workpeople involved. See our website for more information: [www.hawleytoolcollection.com](http://www.hawleytoolcollection.com).

## Purpose

To support the Ken Hawley Collection Trust in its aim to make knowledge about the collection accessible to the public into the future.

## Role Description

We are seeking enthusiastic and committed individuals who enjoy working with people of all ages and are willing to learn new knowledge and skills.

You will work as part of a large, friendly team of volunteer curators.

## Basic Roles

- Follow procedures and complete the relevant paperwork for the accession, cataloguing and movement of collection objects
- Use the MODES database to add/update object records
- Use MODES database to research and locate collection objects
- Talk to visitors in the Gallery
- Open, research and reply to enquiry emails

- Carry out research and training to support your role

### **Extended Roles**

- Take photographs of objects and add them to MODES database
- Carry out research for and mount temporary exhibitions
- Help to organise, advertise and deliver object handling sessions
- Help to organise, advertise and deliver family learning days
- Liaise with Museum staff when organising and advertising events
- Give tours of the Hawley Gallery for groups and general visitors
- Give talks about the Collection to outside groups
- Update and maintain the Collection's website
- Write and distribute regular newsletters
- Digitise audio and video tapes

### **Key Skills and Attributes**

- Enjoy talking to people of all ages
- Good written and verbal communication
- Creative and enthusiastic
- Willing to learn new skills and take part in relevant training
- Have an active interest and enthusiasm for Sheffield's industrial heritage
- Confident in the use of IT an advantage (training will be given for the website management system)
- Willing to work as part of a team

## **Support, Training and Benefits**

- An induction, volunteer handbook and training relevant to your roles
- Support from a named volunteer or trustee
- Experience of working as part of a friendly team in a heritage environment
- Experience of giving tours and talks to a wide range of people
- Knowledge of Sheffield's tool making heritage
- Improved research and communication skills
- Knowledge of website maintenance
- Experience of organising and delivering public events
- Be part of promoting and enhancing access to Sheffield's industrial heritage
- Free tea and coffee and 50% discount on food and drink at the Museum cafe

## **Time Commitment**

At least one day per week, Monday - Thursday or Sunday. Must be willing to work on Sundays as necessary.

## **Location**

Hawley Gallery at Kelham Island Museum, Alma Street, Sheffield S3 8RY.

## **Application Procedure**

Please complete the attached application form and we will invite you for an informal interview. If you have a disability or special need, we will make any reasonable adaptations that we can to allow you to volunteer. We are happy to

talk through the application form with you or discuss your needs further. Please don't hesitate to contact us.

Applications should be sent by email to: [projectofficer@hawleytoolcollection.com](mailto:projectofficer@hawleytoolcollection.com)  
or by post to Judith Smith, Hawley Collection, Kelham Island Museum, Alma Street, Sheffield, S3 8RY.