

# Archaeological Archives

## Volunteer Profile

For information on how to apply, please see the “How to Apply” section below.



### Volunteer with Peterborough Museum’s Archaeological Archives

We are looking for enthusiastic volunteers with an interest in archaeology and history to join our archaeological archives team.

Volunteers will have the chance to handle real archaeological material and objects rarely seen by the public and to develop their own knowledge and skills with the support of the archaeological archives team.

This volunteer project will assist the archives team in improving the quality, knowledge and accessibility of the archives for researchers and interested members of the public.

**Expected Project Start Date:** From 26<sup>th</sup> September 2022.

**Closing Date for Applications:** Wednesday 14<sup>th</sup> September 2022

**Working Hours:** Flexible full and half days, Mondays and Thursdays.

**Reporting to:** Jay Cumberworth, Archaeology Project Officer.

[Jason.cumberworth@peterboroughlimited.co.uk](mailto:Jason.cumberworth@peterboroughlimited.co.uk), 01733864792.

**Location 1:** Peterborough Museum & Art Gallery, Priestgate, Peterborough, PE1 1LF.

**Location 2:** Sometimes volunteers will be required to visit the museums external store on Lincoln Road. Directions to this storehouse will be provided during volunteer induction.

### Roles and Responsibilities:

- Cleaning archaeological material
- Re-boxing and packing archaeological material, including human remains and documentary archives.
- Ensuring archaeological material is stored to recognised standards and appropriate environmental controls are in place.
- Helping to monitor the environmental conditions of the archive.
- Cataloguing and labelling archaeological material.
- Using excel spreadsheets to catalogue archaeological material to form part of the archaeological archive database.

### Additional Opportunities:

- Assisting with public engagement and events.
- Assisting with research requests and helping to facilitate research visits.
- Researching archaeological material and or local sites and archaeological history for use on the PMAG website and social media.
- Researching and photographing archaeological objects for use on the PMAG online finds database (Under development).

Training will be provided by members of the Archaeological Archives Team or by qualified individuals. If required manual handling training will be provided by Peterborough Limited.

### **Additional Information:**

- Many of the PMAG archives are old and require attention to bring up to modern archiving standards, these archives are often dusty and covered in mud or other forms of dirt. A willingness to get hands on and dirty is essential.
- Gloves, face masks (where appropriate) and other PPE will be provided by PMAG.
- Hot refreshments will be provided to volunteers whilst working at either the Museum or external store sites.
- Parking for volunteers is available at the Museum and our external store site.
- The Museum archive is accessible via a lift and the external store can be accessed via a ramp.
- Please note that toilet facilities at our external store are not accessibility friendly.

### **Human Remains**

As part of this role volunteers will encounter human remains from archaeological contexts. Volunteers will be given the training and knowledge required to correctly and respectfully handle, catalogue and repackage human remains. Please indicate in your expression of interest email if you do not wish to handle human remains.

### **How to Apply**

If you are interested in becoming a volunteer with our Archaeological Archives team, please email [jason.cumberworth@peterboroughlimited.co.uk](mailto:jason.cumberworth@peterboroughlimited.co.uk)

Please add “**Archaeological archives volunteer**” to your emails subject line.

In your email please give a brief profile of yourself and why you are interested in this volunteering opportunity. Please also indicate your availability on a Monday and or Thursday for a full or half day of volunteering.

Previous archaeological knowledge or experience is not required for this role.

Spaces for this volunteering opportunity are limited, successful applicants will be notified by Thursday 15<sup>th</sup> of September. Additional volunteers may be taken on in future as capacity and staff time increases. Unsuccessful applicants in this round will automatically be notified as and when spaces become available, unless otherwise requested by applicants.