

Volunteer Role Description: Researcher



Primary Role – Researcher

- A role that would suit someone who is computer literate, enjoys working independently and flexibly, and has an interest in local history and/or social and engineering history.

Overview

- To work with the Chairman and/or Archive Manager to research topics proposed for development in displays at the Waterworks Museum or in articles on the Museum's website or in the Museum journal WaterWords; and, when requested, to draft information sheets and articles that use this research.
- Research involving access to Museum Archives can only be undertaken at the Waterworks Museum - either on a Tuesday, the volunteers weekly working day (between 10am-4pm, hours to suit), or occasionally by agreement on other days when the Archive Manager attends the Museum.

However, online research in many topic areas can be undertaken remotely from home. Very occasionally, some research may require access to information held by the Hereford Archive and Records Centre in Fir Tree Lane, Rotherwas, Hereford HR2 6LA

Responsibilities and Duties

By agreement and acting in accordance with a research brief issued by the Chairman or, where appropriate, the Archive Manager

- To extract relevant information from the Museum Archive for use in displays, information sheets for the Museum website or similar.
- To identify gaps in knowledge and information that would benefit from further research to make the topic accessible to the widest possible museum audience.
- To undertake independent research and to present the results of any research to the Chairman or Archive Manager (as appropriate)
- To produce draft text for a Museum information sheet, article or display for review by the Chairman or Archive Manager (as appropriate)

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Secondary roles (optional)

- Researchers acquire a lot of knowledge that we like to share with visitors on family open days at the Waterworks Museum. Occasional support with this activity may be requested from time to time.
- Researchers also often develop their research skills and knowledge by supporting the Archive Manager in various Collections Management activities.

Personal Qualities

- This would suit someone who likes to work independently and has good analytical and writing skills.

Knowledge and Experience

- Good standard of computer literacy and ability to use (or willing to learn to use) standard office systems, such as word, excel, etc.
- No prior research experience is needed, but some knowledge of research sources and databases would be useful.

For more information about the role please contact us at
volunteering@waterworksmuseum.org.uk

For more information about the Museum please visit
www.waterworksmuseum.org.uk

Waterworks Museum - Hereford is committed to providing equality of opportunity and welcomes all applications for volunteer roles.