



BRITISH  
HOROLOGICAL  
INSTITUTE  
MUSEUM TRUST

### **Heritage volunteering opportunity**

The British Horological Institute Museum Trust (BHI Museum Trust) protects and cares for the collection, library and archives of The British Horological Institute (BHI), a professional body created by the members, for the members, to further their interests, aspiring to be the natural home for all involved in horology, whether professionally or recreationally.

Although the BHI Museum Trust was not formed until 1996, members of the BHI have been donating interesting items to the Institute ever since it was first formed in 1858, amassing a large collection of horological artefacts, clocks, watches, books and archives. The library at present contains nearly 5000 volumes in a variety of languages, and is widely acknowledged to be one of the best sources of horological information in the world.

In order to re-apply for Museum Accreditation from the Arts Council, with the generous support of the Friends of the British Horological Institute Museum Trust, the BHI Museum Trust has recently embarked on a major project to catalogue its collection, library and archives onto the computerised collections database, Modes Complete.

The BHI Museum Trust is seeking enthusiastic volunteers to help with this exciting project.

### **Role profile**

What will heritage volunteers actually do?

- Input handwritten records of the heritage items into Modes Complete (using a computer and software that will be provided).
- Photograph the heritage items (simple record shots are required, using a basic camera that will be provided).
- Download the digital photographs and attach them to the computer records.
- Label the heritage items, following guidelines provided.
- Handle the heritage items with great care, respecting security and conservation requirements.

Heritage volunteers will:

- Work in an office at the BHI headquarters at Upton Hall, Upton (between Southwell and Newark).
- Be expected to volunteer on a regular basis, whether that is once a week, twice a week, once a fortnight and so on, with specific working hours to be agreed with the Project Manager (it might be possible to vary the day on which you volunteer from week-to-week, subject to the availability of the Project Manager and the schedule of other volunteers).

## **Person specifications**

What types of people could help?

### Skills

#### Essential

- Good IT and keyboard skills
- Very good attention to detail, accuracy and consistency

#### Desirable

- Ability to work unsupervised while being part of a team

### Qualities and attitude

#### Essential

- Self-motivated and enthusiastic
- Follow instructions / guidance
- Enjoy undertaking methodical and repetitive tasks
- Ability to use a computer for considerable periods of time
- Able to use initiative, working as part of a small team or alone

#### Desirable

- Willingness to learn and develop new skills and areas of interest
- Interested in heritage and horology

### Experience and knowledge

#### Desirable

- A knowledge of horology

Heritage volunteers must be at least 18 years old and eligible to work in the UK.

In common with all volunteers working at The British Horological Institute Museum Trust, the heritage volunteers will:

- Protect and enhance The British Horological Institute Museum Trust brand and its values.
- Actively contribute to departmental goals and projects.
- Commit to an open, challenging and professional environment where outstanding performance is the norm.

## **Training and support**

How will volunteers be helped and supported?

Volunteers will receive training in:

- Using Modes Complete.
- Photographing collections.
- Handling, numbering and labelling items.

## **More information**

For more information, please contact Dudley Giles, Chief Executive Officer BHI, on +44 (0)1636 817600 or [dudley@bhi.co.uk](mailto:dudley@bhi.co.uk).