

JANE AUSTEN'S HOUSE MUSEUM

NEW volunteer opportunity

Garden archaeology cataloguing volunteers

As part of the 2017 Bicentenary Commemorations of Jane Austen's death, Jane Austen's House Museum has been awarded Heritage Lottery funding to begin the processing, cataloguing and recording of artefacts which have been discovered on-site over the past twenty years. We hope the objects found will provide a greater insight into the history of the site as well as assisting with any future interpretation and dressing of the house itself.

As part of this special project, we want to establish a team of volunteers who can commit regular time to assist with the cataloguing of the artefacts.

This opportunity is suitable for volunteers with an interest in or desire to learn more about museums, archaeological recording and the heritage sector.

Volunteer tasks may include:

- Identifying basic details about an object such as material made from and the type of object it is i.e. a plate
- Completing object entry forms by hand and filing these appropriately
- Completing cataloguing table by hand and filing appropriately
- Entering object data onto an Excel spreadsheet
- Selecting and photographing the best examples of different objects
- Wrapping and storing objects as defined by Collections team
- Carrying out further research into particular objects and recording this information appropriately

Commitment:

We expect volunteers to commit to a pre-agreed regular day and time (usually a weekday session lasting three hours in the morning or afternoon) in order to ensure the delivery and completion of the project.

Minimum age: 18 years old

Training:

Full training will be provided for all volunteers. We will be holding the volunteer training day on **Tuesday 12th December 2017**, which all volunteers will be required to attend. We are also hoping to programme an additional training day with external professionals, making this an excellent development opportunity for early career heritage practitioners.

Volunteers receive:

- Full training to carry out your role

- Tea, coffee and biscuits during your shift
- 40p/mile paid travel expenses up to 15 miles or up to a total of £6
- 25% discount in the Jane Austen's House Museum shop
- Post volunteering reference if desired

The closing date for interest in this current project will be **5th December 2017**.

We will still be interested in hearing from potential volunteers following the closing date.

If you are interested in participating, please complete the application form and return to Lucy Bailey, Heritage Activities Project Manager at lucy.bailey@jahmusm.org.uk