# Amelia Scott Volunteer Opportunity: Collections Digitising

## Summary:

The Amelia offers an opportunity for two volunteers to gain heritage management skills while assisting the collections staff with the digitising of the Local Studies Collection. In partnership with Kent County Council, volunteers will carry out:

* Scanning and photography
* Object handling
* Data entry
* Measuring

The Local Studies collection includes maps, plans, ephemera, books, pamphlets, and bound volumes of local periodicals and newspapers. There are prints, photographs, postcards and architectural plans illustrating local places, events and people from Tunbridge Wells and the surrounding rural areas.

Following an induction and training it is hoped that this project will begin in Jan 2023.

#### Main Activities:

* Learning how to use digitisation equipment (i.e., flatbed scanners).
* Learning how to successfully digitise 2D and 3D museum objects with the utmost care.
* Writing conservation condition reports for objects and documents.
* Opportunity to handle and work with museum and archival objects, behind the scenes.
* Opportunities to collaborate with staff at The Amelia to encourage more people to think about local history, and the collections.

**NB Full support and training will be given. No previous digitisation experience is necessary.**

#### What the role offers:

* Access to exciting research opportunities.
* Training and continual professional development
* New skills and greater confidence
* Experience in working with children and young people in a heritage setting
* References for other volunteer or employment opportunities
* Opportunity to gain practical research experience to enhance your academic and professional development.
* Expand your knowledge and skills through hands-on experience.
* Work alongside experts in your field.
* Enhance your academic portfolio and boost your future career prospects.
* Reference for your CV (3 months volunteering required)

#### Time Commitment

* The Amelia Scott is very flexible, however, we ask you commit to a morning every week.

**NB Full support and training will be given. No previous heritage sector experience is necessary.**