



Margate Museums Trust

Margate Museum Digitisation Project Assistants

POST DETAILS			
Organisation	Thanet District Council	Location	Margate Museum
Job title	Picture Margate Project Assistants		
Reports to (job title)	Picture Margate Project Officer		
Job type	Volunteer/intern	Travel expenses available?	Yes

ROLE PURPOSE
To assist in the delivery of a HLF-funded cataloguing and digitisation project of heritage collections held at Margate Museum.

MAIN DUTIES
<ul style="list-style-type: none">• Catalogue and digitise the prints, drawings, and watercolours collection held at Margate Museum to make these heritage assets better available to the public.• Carry out repackaging programme and ensure appropriate preventive conservation measures are in place to ensure the future preservation of the collections.• Facilitate public engagement and interpretation through a series of events, social media, and the website to reach new audiences and help the public access the heritage collections.• Conduct picture research to maximise the interpretation of the Museum collection.

REQUIREMENTS/SKILLS
<ul style="list-style-type: none">• Enthusiasm for developing your own skills, knowledge and experience in the heritage/museum sector• Ability to work as part of a small team• An interest in or knowledge of historic prints and drawings

HOW TO APPLY:
If you are able to commit to a few hours a week on Mondays, Tuesdays or Wednesdays, or would like to discuss internship opportunities then please contact Gillian Conabeer with a short statement (no more than a paragraph) to tell us why you're interested in the project to: gillian.conabeer@thanet.gov.uk