

TULLIE HOUSE MUSEUM & ART GALLERY TRUST**FINAL - ROLE DESCRIPTION****Job Title: Herbarium Collections Volunteer****Hours: 3 hours per week****Duration: 12 days/3 months****Responsible to: Assistant Curator****PROJECT BACKGROUND**

The Lancaster University Herbarium is most important part of the collection is the 35,000 plant sheets. Many of the specimens were collected by Geoffrey Halliday and underpin the plant records in the highly regarded "*A Flora of Cumbria*"

By participating in this project you will be part of a pioneering initiative, which will help us to make this nationally significant Cumbrian treasure accessible to all through the Internet. It will help to raise its research profile, so that botanists and other specialists become more aware of "gems" in our collection, which may lead to future research visits and investigations.

The project will last for 12 weeks, we wish to deliver the project 1 day per week with 2 volunteers for 3 hours in the morning and 3 hours in the afternoon.

Through this project the museum will digitise c. 700 specimens from this collection. This will involve:

- photographing specimens in a gallery space
- interacting with visitors to excite them and inform them about the project
- numbering each sheet with a museum number
- cataloguing each specimen recording each sheet on our database, MODES
- working as part of a team

Skills and Qualities:

We're looking for someone who can show:

- Accuracy and attention to detail
- Photographic skills (or willingness to learn)
- IT skills
- Knowledge of and/or an interest in botany
- Appropriate care for museum objects; previous museum experience desirable but not essential
- Good communication skills and willingness to talk to the public in gallery spaces
- Enthusiasm

Training:

The Assistant Curator will supervise you on a day-to-day basis and training will very much be “on-the-job”

The images will be uploaded onto herbaria@home where they will be “curated” online by a community of enthusiastic like-minded, botanical volunteers.

The deadline to register interest to volunteer for this post is Friday 7th April.