



THE TANK MUSEUM

Archive & Supporting Collection Cataloguing Volunteer Role Description

The Tank Museum brings the story of tanks and their crews to life, with the world's best collection of tanks in modern, awe-inspiring exhibitions.

The museum houses some 300 vehicles, representing every major conflict since the First World War. Our moving exhibitions tell the story of this British invention; from the mud of the Somme to the beaches of Normandy and the deserts of Iraq – featuring powerful stories from the soldiers that fought in them.

Around 200,000 people visit Dorset's largest indoor attraction each year, with the annual TANKFEST event drawing visitors from across the globe. The Tank Museum has a global online reach, with a large supporter base and following on a range of social media platforms.

This is underpinned by the outstanding national importance of The Tank Museum's collections and the expertise of those who care for them. Alongside vehicles, the collections include medals, images, documents, personal papers, books, weapons, and memorabilia.

The museum is situated in Bovington which is regarded as the 'home of the tank', as it was here that some of the first tank crews were trained during the First World War. It remains home to the Royal Armoured Corps today. The museum was founded in 1923 as a teaching resource for the Tank Corps. Over the past decade, the museum has transformed itself into a leading 21st century military museum.

As museum of the Royal Tank Regiment and Royal Armoured Corps, The Tank Museum is a registered charity which has been part of Arts Council England's National Portfolio since 2018.

Our Values

The values of The Tank Museum underpin the work of our team. Whilst there are a great variety of roles, specialisms, and professions across the organisation, we all share a common approach in our mission to tell the story of the tank and the people that serve in them.

- **We are PASSIONATE.** We are authoritative and driven and we display this daily with our enthusiastic and rigorous approach to work.
- **We are AMBITIOUS.** Driven by an aspiration to be the best, we strive to be better. We channel our creativity and competitiveness to make us innovative, forward thinking and flexible to challenges.
- **We CARE.** We work hard because we believe in the cause of the organisation. We are welcoming and friendly to all our visitors. We are inclusive, fair and considerate of each other, showing great respect for our collections and for the stories we tell.
- **We display INTEGRITY.** We are knowledgeable about our subject and professional in the way in which we conduct our business. We act responsibly and embrace responsibility. Our

ethical grounding guides us to do the right thing by our audiences, our supporters, our collections and by each other.

The Archive & Supporting Collection

The Archive & Supporting Collection is a Place of Deposit for The National Archives. It is the UK's foremost research centre on the subject of armoured warfare and holds documents, photographs, technical drawings, microfiche, maps, moving images, books and journals directly related to the Royal Armoured Corps and particularly the Royal Tank Regiment. The supporting collection includes uniforms, firearms, stowage, models and fine art. The Archive & Supporting Collection supports inhouse and external research, on-site and online exhibitions and commercial activities

Role Profile

Role Title	Archive & Supporting Collection Cataloguing Volunteer
Department	Archive & Supporting Collection
Key Relationships	Archive & Supporting Collections Manager & Assistant Manager
Overall Role Purpose	Helping to catalogue our archival and supporting collections to improve preservation and accessibility.
Expectations	<p>Our volunteer team are at the very heart of the Museum and an integral part of our workforce, working alongside employees of the Tank Museum in a wide variety of roles.</p> <p>What will you be doing?</p> <ul style="list-style-type: none"> You will be working within the Archive & Supporting Collection offices, using our database system Tracer; Process collections by entering their information into the database; Re-packaging collection items for preservation purposes; Scanning and processing historical photographs. <p>What will the Museum expect from me?</p> <ul style="list-style-type: none"> To act in way that delivers the core values of The Tank Museum with <i>Integrity, Care, Ambition and Passion</i> To be comfortable using computers and willing to learn new software To be interested in learning new skills and open to instruction Have good attention to detail and a desire to do things right Maintain good working relationships with employees, other volunteers, and visitors Assist with the training of new volunteers Undertake appropriate training and attend department meetings To abide by the Museum's policy and procedures To abide by the Museum's expected conducts and standards <p>What can I expect from the Museum?</p> <ul style="list-style-type: none"> A welcoming and enjoyable experience The opportunity to learn and develop new skills and experience To be treated fairly and with respect The opportunity to meet people from all walks of life and make new friends Free entry for you and a guest to the Museum; discount in our Restaurant and Shop Reimbursement of travel expenses (currently up to £16.50 per day) Free parking when carrying out volunteering duties
Who would this suit?	<p>The Archive & Supporting Collection is open during weekdays, and there are volunteering opportunities to meet anyone's availability. No experience or qualifications are necessary as this is an excellent opportunity to gain new skills. However, this role would suit people who:</p> <ul style="list-style-type: none"> Have great attention to detail Have good computer skills, ideally with experience in data entry Are enthusiastic and interested to learn about the Museum's collection

	<p>All volunteers will receive a welcome training session which includes an introductory tour of the Museum. New volunteers will receive the appropriate training. You will also be 'buddied' with a member of staff who will provide further training and support.</p>
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