

Supporting Collections 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 team looks after both the Museum's Archival and Supporting Collections. The Archive 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 consists of objects relating to the Royal Armoured Corps including equipment, uniforms, firearms, stowage, models, and fine art. The Archive & Supporting Collections department supports, among other things, in-house and external research, on-site and online exhibitions and commercial activities.

This position will assist the Archive and Supporting Collections team with all aspects of collections care and documentation. The role is based with the Supporting Collection and duties will vary, including preventive conservation methods, cataloguing, research and digitisation or photography of the collection. The role would be perfect for those looking to gain experience in the field of museums and/or military collections.

Role Profile

Role Title	Supporting Collections Volunteer
Department	Archive & Supporting Collections
Key Relationships	Archive & Supporting Collections Manager & Assistant Manager
Overall Role Purpose	Helping to catalogue and care for the Supporting Collections to improve preservation and accessibility while gaining experience working with a significant military collection.
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? Working within the Supporting Collections team to help with documentation and conservation tasks including, but not limited to:</p> <ul style="list-style-type: none"> • Assisting with the cataloguing of the Supporting Collections onto our Tracer database system • Inventory check of the Supporting Collection • Preventive conservation of objects such as cleaning, re-packing and condition checking • Photographing, re-packing and labelling collection items • Assisting with housekeeping, environmental checks and pest management <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 have an interest in museum collections and their care • To be comfortable using computers and willing to learn new software • To be interested in learning new skills and undertaking training • Have good attention to detail • To be happy to work with employees, other volunteers, and visitors • To abide by the Museum’s expected conducts, standards, policies and procedures <p>What can I expect from the Museum?</p> <ul style="list-style-type: none"> • To become part of a welcoming and dedicated team • The opportunity to learn and develop new skills and experiences • 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 within that time. 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 • Are looking to gain experience in museums and/or military collections