

# **Volunteer Role Description: Summer Work Experience Placement (two weeks)**

---

## **What this role will entail:**

One week will be spent supporting the work of the Museum of Classical Archaeology; the second week will be spent supporting the work of the Classical Faculty Library.

Please be aware that this depends on restrictions and regulations connected to the pandemic. There is a high likelihood that this placement will be carried out remotely/online only.

## **Why the Museum of Classical Archaeology and Classical Faculty Library need this role:**

This placement is open to those of all backgrounds and experiences, especially those interested in working in the museum and library sectors. The Volunteer will be asked to assist with administrative tasks to support the work of Museum and Library staff. They will also be asked to perform front of house duties and to support learning activities.

## **Volunteer tasks:**

- Administrative tasks
- Covering front of house: greeting visitors, recording visitor numbers, fielding enquiries, issuing books
- Preparation of materials for children's activities
- Assisting with the running of children's activities
- Shelving and moving books
- Updating Library electronic resource guides
- Checking and updating catalogue records

Please be aware that these are examples of tasks, and are subject to change if the placement moves online.

## **What you will gain from this role:**

- Taste of work in a museum and library environment
- Chance to develop new skills
- Experience to enhance your CV
- Opportunity to support the day-to-day running of a university museum and library
- Join a motivated and enthusiastic team

### **Skills required:**

- Reliability
- Welcoming and polite manner towards visitors
- Basic administrative and IT skills
- Willingness to learn and to support the aims of the Museum of Classical Archaeology and Classical Faculty Library
- Ability to work independently and to show initiative
- Conscientious attitude

### **Potential time commitment:**

The agreed time period for a volunteer placement is two weeks. A normal day will be 10am-4pm. Placements will take place during the school summer holidays Monday – Friday, for two consecutive weeks agreed with the volunteer (between Tuesday 3<sup>rd</sup> August and Tuesday 31<sup>st</sup> August). Unfortunately, we are unable to accommodate placements in designated school work experience weeks, which fall within term-time.

### **Location:**

Museum of Classical Archaeology, Sidgwick Avenue, Cambridge, CB3 9DA.

Remote.

### **Responsible to:**

Justyna Ladosz, Museum Education and Outreach Coordinator. Contact: (01223) 767044 or [museum-education@cam.ac.uk](mailto:museum-education@cam.ac.uk).

### **Training and support:**

Induction will take place on a Volunteer's first day. Training will be given by the Curator, Education and Outreach Coordinator, Museum and Collections Assistant or Library staff for all tasks which the Volunteer is asked to undertake throughout the placement.

### **Health and safety responsibilities:**

The Volunteer will be provided with a risk assessment for this placement. They will be responsible for their own health and safety and that of those with whom they volunteer. The Volunteer will not work unsupervised with children or vulnerable adults.

### **How to apply:**

Applications are welcome from school students aged 16+ and university students.

Those interested should send a completed Expression of Interest form to Justyna Ladosz at [jl2141@cam.ac.uk](mailto:jl2141@cam.ac.uk) or Museum of Classical Archaeology, Sidgwick Avenue, Cambridge, CB3 9DA. The closing date for applications is **29<sup>th</sup> March 2021**. We hope to inform applicants of the outcome of their applications in by mid-April. We warmly encourage students to get in touch with us themselves if they have any questions about the placements and will only discuss the outcome of applications with the students themselves.

### **About the Museum of Classical Archaeology:**

The Museum of Classical Archaeology is one of the few surviving collections of plaster casts of Greek and Roman sculpture in the world. The collection of about four hundred and fifty casts is open to the public and housed in a purpose-built Cast Gallery on the first floor of the Classics Faculty. Rather than simply being a collection of copies, the real beauty of having all these pieces together under one roof is that the visitor can compare and contrast objects which he or she could never view together in the original.

### **About the Classical Faculty Library:**

The Classical Faculty Library supports the research and teaching of Classics at the University of Cambridge, including its literature, history, philosophy, mythology and religion, palaeography, linguistics and philology, art, sculpture, numismatics and archaeology (including Pre-Hellenic and Etruscan archaeology). The collection has over 60,000 volumes and a growing number of electronic resources.

### **About the University of Cambridge Museums (UCM):**

University of Cambridge Museums is a consortium of the eight University Museums, which works in partnership with the Cambridge University Botanic Garden and other Cambridge University collections. The University's collections are a world-class resource for researchers, students and members of the public representing the country's highest concentration of internationally important collections, all within walking distance of the City Centre.