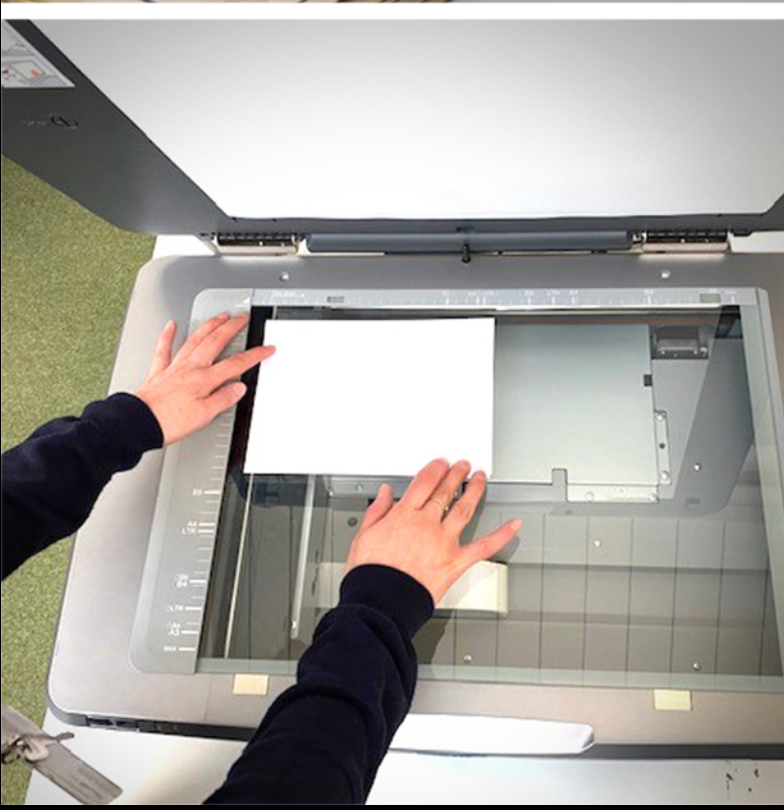




The
Postal
Museum

COLLECTIONS VOLUNTEER

Greetings Cards



THE POSTAL MUSEUM

The Postal Museum opened as a new heritage attraction in Central London in 2017. Alongside interactive exhibition galleries visitors can take a subterranean ride through the tunnels of the old Post Office Underground Railway – Mail Rail – for the first time in its 100-year history.

The Postal Museum tells the story of postal communication and its impact on a global society. We aim to expand access to our collections, grow an increasingly diverse audience and inspire everyone to make richer and more meaningful connections in their lives.

VOLUNTEERING AT THE POSTAL MUSEUM

Volunteers have a long history with The Postal Museum, donating time to our collections since 1991 when we were known as The National Postal Museum.

We are committed to offering varied and inclusive volunteer roles, from Curatorial projects to enhancing the Visitor Experience, to satisfy the many different motivations you have to donate your time.

In return for your dedication, time and passion we offer you support and opportunities to achieve your own learning ambitions, connect with other like-minded people and share your own knowledge and skills.

SUPPORTING YOU

To enable you to volunteer with us you can claim reimbursement for agreed travel expenses up to £10 per day.

JOINING UP

To apply for any volunteer roles at the museum, please complete the accompanying expression of interest form on our website.

A paper copy is available on request from volunteers@postalmuseum.org or 0300 0300 700 (extn.603).

THE ROLE

The curatorial department at The Postal Museum have a growing collection of greetings cards. These date from the Victorian era to the current day. Subjects include Birthdays, Christmas, New Year, Mother's Day, Father's Day, Grandparents' Day, "In sympathy", New Baby, Valentines, Easter, Hanukkah and others.

We are looking for volunteers to join us on a Friday who have a strong interest in our museum collection, a good attention to detail and are able to complete tasks methodically.

1. RESPONSIBILITIES

- Search CALM database to compile a list of greetings cards in the museum's collection using Excel.
- Re-house cards in melinex sheets, if required.
- Re-pack cards in need of more suitable packing materials.
- Record cards that have been digitised and identify gaps in the digital collection.
- Digitise cards using a flatbed scanner.

2. TRAINING

This is an excellent opportunity to gain training on the use of digital management systems and museum object handling and packing processes.

Ongoing support from curatorial staff will ensure that any gaps in knowledge or experience is filled with training.

3. REQUIREMENTS

- An interest in our museum collection and social history.
- Willingness to collaborate with a small team and complete tasks independently.
- Thorough with a good attention to detail.

4. DATES AND TIMES

Ideally the successful volunteer(s) will be able to join us at The Postal Museum on a Friday for approximately 3 hours for a minimum of 6 months from April.

If selected you will be invited to an informal selection afternoon before joining the project.

5. HOW TO APPLY

Please complete an expression of interest form through the website by Tuesday 24 March:
postalmuseum.org/volunteer-expression-of-interest