

Cornwall's Regimental Museum

Volunteer Role Profile



Title of Role

Research and Archive Team Member

Purpose of Role

To assist with research enquiries using traditional and digital methods, on behalf of researchers and the general public at Cornwall's Regimental Museum.

Anticipated Time Contribution

One day a week, but we are flexible so please discuss with us what time commitment you feel you will be able to give.

Anticipated Duration of role

We would ideally welcome a minimum commitment of at least 6 months for this role.

Main Activities or Duties

- Checking enquiry emails, printing and responding to them.
- Filing copies of all enquiries and responses sent and received.
- Preparing and responding to written requests for information.
- Carrying out online and archive research.
- Meeting with the general public and researchers to share your findings.
- Working alongside Cornwall's Regimental Museum's Historian.
- Making and receiving telephone calls.

Personal Characteristics and Skills

- Good attention to detail
- Good communication skills
- Friendly
- Willing to be learn and be trained in best practice
- Reliable timekeeper
- Good organisational skills
- Basic IT Skills