

Volunteer Role Description

Heritage & History Group - Collection Assistant

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The Heritage and History Group aims to preserve, collect, catalogue, store and display items of historical significance to the Women's and Children's Hospital, and its predecessors the Adelaide Children's Hospital and the Queen Victoria Hospital, and their associated institutions. The collection is managed by one part-time consultant (half day per week) and a small group of active volunteers.

The Collection Assistant Volunteer will assist with object collection management and displays.

The Heritage & History Group - Collection Assistant Volunteer Role

- > Catalogue collection objects
- > Retrieve collection information and objects
- > Filing
- > Store objects
- > Assist with object displays
- > Respond to donation enquiries
- > Process donations

Shift Times: am

Hours required per shift: 4-5 hours

Days: Tuesdays

Location of shifts: Heritage & History Collection, Zone E, Basement.

Special Requirements

- > Complete a Department of Communities and Social Inclusion (DCSI) Child Related screening and renewal every 3 years.
- > Care in handling fragile collection items
- > Attend bi-monthly Heritage & History Group meetings on Tuesday mornings
- > Photography skills highly desirable.



Personal Skills

The Heritage & History Group Collection Assistant Volunteer needs to have:

- > Research skills
- > Data entry experience
- > Attention to detail
- > Intermediate computer skills
- > Proven reliability
- > The ability to communicate well with others
- > A friendly and outgoing personality
- > The ability to work as part of a team
- > Ability to use their initiative and work with minimal supervision
- > Ability to file in strict alphabetical order
- > Ability to read and understand written instructions and communication
- > Be physically fit

Key relationships

Museum Consultant
Heritage & History Group
WCHN Volunteer Unit

Contact person/supervisor

Museum Consultant, Emily Collins

Role Acceptance

I have read and understood the responsibilities associated with the role, and I agree to work under the direction of the Manager, WCHN Volunteers in accordance with the duties outlined in the Role Description.

Name

Signature

Date

For more information

Lis Brittan
Manager
WCHN Volunteers
Ground Floor
Samuel Way Building, Women's and Children's Hospital
72 King William Road, North Adelaide SA 5006
www.wch.sa.gov.au/volunteers



www.ausgoal.gov.au/creative-commons



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