

# Volunteer Role Description

## Heritage & History Group – Data Entry

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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 Data Entry Volunteer will use the specialist database, Past Perfect, to enter collection data and audit collection objects for the group.

### The Heritage & History Group – Data Entry Volunteer Role

- > Learn Past Perfect database
- > Transfer object information from Excel to database
- > Update object information
- > Check and measure objects
- > Attach digital photos to database

**Shift Times:** am or pm

**Hours required per shift:** 4-5 hours

**Days:** Flexible

**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

### Personal Skills

The Heritage & History Group Data Entry Volunteer needs to have:

- > Internet research skills
- > The ability to communicate well with others
- > Proven reliability
- > Ability to work with minimal supervision
- > Ability to file in strict alphabetical order
- > Intermediate computer skills
- > Ability to read and understand written instructions and communication
- > Data entry experience



> Attention to detail

## 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**

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**Signature**

**Date**

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## For more information

Lis Brittan  
Manager  
WCHN Volunteers  
Zone E, 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](http://www.wch.sa.gov.au/volunteers)



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