



Student Digitisation Assistant

MINSTER GATEHOUSE MUSEUM,
Union Road, Minster on Sea,
Isle of Sheppey, Kent
ME123SE
www.minstergatehouse.co.uk

Responsible to:	Mary Thomsett project coordinator/Jonny Pratty IT Consultant
Closing date for applications:	27 th January 2017
Expected start date:	01/02/2017
Expected duration and time commitment:	Project ends November 2019

Volunteers from Sheppey Local History Society run the Minster Gatehouse Museum. It is a small museum which is housed in a 1000 year old grade 1 listed building. There are 3 floors with no lift access but a fantastic view from the roof if you climb the 12th century stairwell. All artefacts have been donated by islanders who wish to protect the heritage of the local community. Artefacts range from fossils, archaeological finds from Neolithic to 20th century, costumes, memorabilia, radio and televisions, local maps and much more.

The Role

To support the work of the Museum volunteers and IT specialist to develop an archive through a new Heritage Lottery Fund digitisation project.

Primary Responsibilities

- Support to the IT specialist in implementing the MODES software for the Museum.
- Work with SLHS volunteers to develop the museum's online catalogue, including taking and uploading digital photographs and completing associate catalogue entries.
- Provide IT support for HLF project including troubleshooting problems with hardware and software.
- Support SLHS volunteers who are less familiar with IT to learn how to use the relevant software and hardware.
- Provide advice on historical/heritage aspects of the project such as selection of objects for cataloguing and curation of themed exhibitions using digital records
- Help maintain order and maintenance of museum resources
- Commit to regular attendance one day a week (day to be decided).

Benefits

This role provides a number of distinct benefits to the postholder, which include:

- Experience working with a broad range of heritage artefacts while engaging with the application of technology in the heritage sector.
- An opportunity to apply, demonstrate and hone a range of skills relating to historical research and heritage activities.
- A reference and statement of all duties undertaken during the role, supported by the SLHS.
- All reasonable travel costs related to activities for the role will be covered by the Group.
- A warm welcome from the volunteers and regular light refreshments while on site

Person Specification

The person specification details the necessary skills, experience or other attributes needed to carry out the role. Applications will be deemed unsuccessful if your CV and/or statement of interest do not demonstrate that an essential criterion is not met. This may also help you self-select if you are suitable for the role.

▪ Experience / Knowledge

	Essential	Desirable
Knowledge and understanding of historical research methods and heritage activities	✓	
Experience of presenting information through digital means	✓	
Understanding of the challenges involved in local heritage projects		✓

▪ Skills / Abilities

	Essential	Desirable
Ability to communicate orally and in writing with a wide range of people	✓	
Ability to approach challenges creatively and work alongside others as part of a team	✓	
Polite manner	✓	
Reliable	✓	

How to apply

Please contact Mary Thomsett (volunteer and trustee of Sheppey Local History Society)

Either by email: p.thomsett234@btinternet.com

Or by telephone: 01795 872 837

Or by 'snail' mail at:

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29 Nelson Ave
Minster on Sea Sheerness
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