



*Margate Museums Trust*

## Margate Museum Digitisation Project Assistants

POST DETAILS			
<b>Organisation</b>	Thanet District Council	<b>Location</b>	Margate Museum
<b>Job title</b>	Picture Margate Project Assistants		
<b>Reports to (job title)</b>	Picture Margate Project Officer		
<b>Job type</b>	Volunteer/intern	<b>Travel expenses available?</b>	Yes

ROLE PURPOSE
To assist in the delivery of a HLF-funded cataloguing and digitisation project of heritage collections held at Margate Museum.

MAIN DUTIES
<ul style="list-style-type: none"><li>• Catalogue and digitise the prints, drawings, and watercolours collection held at Margate Museum to make these heritage assets better available to the public.</li><li>• Carry out repackaging programme and ensure appropriate preventive conservation measures are in place to ensure the future preservation of the collections.</li><li>• Facilitate public engagement and interpretation through a series of events, social media, and the website to reach new audiences and help the public access the heritage collections.</li><li>• Conduct picture research to maximise the interpretation of the Museum collection.</li></ul>

REQUIREMENTS/SKILLS
<ul style="list-style-type: none"><li>• Enthusiasm for developing your own skills, knowledge and experience in the heritage/museum sector</li><li>• Ability to work as part of a small team</li><li>• An interest in or knowledge of historic prints and drawings</li></ul>

HOW TO APPLY:
If you are able to commit to a few hours a week on Mondays, Tuesdays or Wednesdays, or would like to discuss internship opportunities then please contact Gillian Conabeer with a short statement (no more than a paragraph) to tell us why you're interested in the project to:  <a href="mailto:gillian.conabeer@thanet.gov.uk">gillian.conabeer@thanet.gov.uk</a>