

## Records Management Volunteer



### National Army Museum

- Work alongside the Records Officer and departmental Records Management Coordinators to appraise paper records in line with the Museum Retention Schedule, and transfer records for permanent retention to the Museum Archive.
  - Box list and reference transferred records awaiting cataloguing, in order to enable their fast location and tracking.
  - Assist the Records Officer with the repackaging and cataloguing of transferred records on the in-house archive catalogue.
- > Assist with the physical preparation of boxes for relocation from Chelsea to Stevenage.
- On occasion, assist with the cataloguing of digital business records on the in-house archive catalogue.

### Essential

- Good standard of written and spoken English.
- Ability to work independently and as part of a team.
- Methodical approach and very good attention to detail.
- Excellent interpersonal and communication skills.
- Good general ICT skills (word-processing, database and spreadsheet applications).

### Desirable

- Knowledge or interest in British military history.
- A basic understanding of the work of a museum.

<b>Location:</b>	chelsea
<b>Category:</b>	Other
<b>Duration:</b>	
<b>Type of Contract:</b>	Voluntary
<b>Hours:</b>	Part Time
added: Oct. 2, 2013	deadline: Oct. 18, 2013

More information: <http://www.nam.ac.uk/volunteer>