



# New Lanark World Heritage Site Volunteer Role Descriptions



## House History Volunteer

Working as part of the 'Double Row' restoration project, House History volunteers will be involved in researching the history of the families who lived in Double Row from 1900 until the 1970s when the final resident moved out. Volunteers will be based in the Search Room, which houses the New Lanark Archive but the role will also involve travel to other archives and research facilities in addition to travelling throughout Lanarkshire to carry out Oral History interviews (where relevant).

### Key Volunteer Duties

- Assisting with Family History research, enquiries and where relevant, attending Family History shows
- Transcribing oral histories
- Carrying out oral history interviews (specialist training provided to interested volunteers)
- Filing and cataloguing all family history information
- Restoring family photographs digitally for use in future exhibitions/publications (specialist training provided to interested volunteers)
- Researching village life and mill production from 1900-1970s
- Carrying out research at other archives such as Glasgow University Archives, Mitchell Library Glasgow and National Archives, Edinburgh

### Key Attributes / Skills

- Interest in New Lanark / heritage / history
- Some knowledge of carrying out family history research would be beneficial
- PC literate with fair skills in word / internet / basic PC packages
- Good organisational skills & methodical worker
- Ability to work independently and as part of a team
- Some experience of dealing with the public
- Polite & friendly

### Role Type

- Permanent – one or more days per week within Monday-Friday 9-5
- Full training provided

**Key Contact: Jane Masters, Heritage Manager: [jane.masters@newlanark.org](mailto:jane.masters@newlanark.org) / 01555 661345**

**N.B. Volunteers will be working predominantly with Ruth Beattie, Learning Officer: [ruth.beattie@newlanark.org](mailto:ruth.beattie@newlanark.org) / 01555 661345**

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