



# New Lanark World Heritage Site Archive and Collections Volunteer

Are you interested in preserving history for future generations? Are you a methodical and organised person? Do you have a passion for making history more accessible? Then our Archive and Collections Volunteer role is for you!

Archive and Search Room Volunteers support the Heritage Teams to maintain and preserve New Lanark's history, enhance public engagement, and increase the accessibility of our collections. Archive and Search Room Volunteers will have the chance to develop their knowledge and understanding of archival principles and practices, gain practical hands-on skills in record preservation, digitising and conservation, and support both our Research Volunteers, and the public, to access New Lanark's rich history and heritage.

New Lanark is a UNESCO World Heritage Site of international significance and a registered charity – by volunteering with us, you are helping to support New Lanark to continue to preserve our history and heritage for future generations.

## What will you be doing?

- Appraising records and items within New Lanark's collection
- Accessioning and cataloguing collections in line with industry standards.
- Digitising records and objects using New Lanark's digitising equipment
- Handling items in our collections
- Carrying out basic preservation methods such as rebinding and rehousing
- Supporting the maintenance of accurate records in New Lanark's collections management system "eHive"
- Supporting exhibition curation and interpretation

Ongoing support, training and skills development will be provided for these duties.

## What skills might you need?

- A keen interest in history, heritage and material culture
- Understanding of the purpose and value of archives
- Meticulous attention to detail and record keeping
- Ability to work through repetitive tasks
- Understanding of (or willingness to learn) digitising methods
- Comfortable with wearing PPE
- An awareness of general health and safety and safeguarding procedures

## What skills can you develop through this role?

- Experience of working in the heritage industry
- Experience of working with the collections of a World Heritage Site of international interest
- Experience of key archival management skills including cataloguing, listing, preservation, digitising
- Experience of working with and maintaining CMS databases
- Experience of exhibition curation and development
- Knowledge of New Lanark, its history, and present day vision

## Time Commitment

- Year round and flexible
- Estimated 4 hours per week, however we are able to allow a degree of flexibility

## Opportunities & Benefits

- Meeting a wide variety of people from across the globe
- Access to ongoing support and opportunities for training and development
- Developing skills, confidence and increased sector specific knowledge
- Networking with other industry professionals and organisations
- Opportunities to gain further experience within the volunteer team where appropriate
- A 25% discount in The Mill Cafe and 20% in The Mill Shop (excluding alcohol, books, food, Locharron, and Jessica Graaf)

## Requirements

- Details of references will be requested
- A Disclosure Scotland check will be conducted for volunteers at the expense of New Lanark Trust
- If accepted, you will be invited to attend some days on site for induction, briefing and training, including a tour of the site
- All volunteers will undertake a trial period of one month

## Uniform

- There is no uniform in place currently; however, we ask that Volunteers wear a New Lanark Volunteer Badge, which is left on site at the end of each shift. For special events, you may be asked to wear a branded New Lanark top or fleece.

## Key Contact:

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