**CURATORIAL TEAM MEMBER Role Profile**

**Location:** BradfordPolice Museum, City Hall, Bradford BD1

**Responsible to:** Volunteer Museum Curator; in their absence, Volunteer & Project Coordinator.

**Purpose:** To assist the museum curator in assembling, cataloguing, managing and presenting/displaying the police museums cultural and historical collections.

**Summary of core role elements (what is required to fulfil this role):**

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| **Essential elements of the role:*** Handling artefacts
* Using a database
* Researching items and historical periods
* Updating displays

**Essential skills / competencies required:*** Friendly and collaborative approach to work
* Willingness to help
* Enthusiasm for the museum and its aims
* Available to meet on Wednesdays, 10am – 2pm
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**Time commitment**

The Curatorial Team meet on Wednesdays from 10am – 2pm.

**Organisation Description – about The Bradford Police Museum**

The Bradford Police Museum is committed to telling the story of policing and crime in Bradford. We have an extensive collection of bespoke Bradford police artefacts. In addition to the collection and the displays in the museum gallery, the museum offers guided tours of its Victorian cells and courtroom. The museum is a not for profit making registered charity and is run by a team of over 35 enthusiastic and dedicated volunteers. We have been awarded the TripAdvisor Certificate of Excellence for a number of years.

**Main tasks and responsibilities of the role**

* Cataloguing the museum’s diverse and extensive collection
* Updating the museum’s collection database
* Researching items in the collection
* Working on special projects and exhibitions
* Installing exhibitions and temporary displays.

**Person specification – ESSENTIAL**

* Over 18 Years of Age
* Helpful and respectful to others
* Ability to follow instructions clearly and efficiently
* A co-operative and collaborative approach to working with others
* Willingness and ability to attend scheduled training and meetings
* An enthusiasm for the museum and its aims.

**Training & Support**

All museum volunteers receive a museum orientation and overview of their role when they start volunteering with us. A full induction is provided upon completion of a mutually agreed trial period. Ongoing, role specific training is provided in-house. There are occasional additional opportunities to attend training provided by third parties, where required.

**Other information**

The museum expects volunteers to meet their own travelling expenses to and from the museum and presently does not pay expenses for this purpose. Our full expenses policy is included in the volunteer handbook, a copy of which is given to all volunteers during their induction.

**For Further information and to apply**

Please contact Volunteering@bradfordpolicemuseum.com