Warner Textile Archive

Role Description

Volunteer Library Cataloguing Assistant

Project Overview

This role will offer the opportunity to become part of the volunteer team at the Warner Textile Archive to develop practical experience in collections management working with the library and reference collection held by the Warner Textile Archive. The collection includes books, periodicals, and theses on art, history and design. This opportunity is suitable for volunteers as well as students looking to complete placements or work experience as part of their studies.

Role Description

- Catalogue at item level, following data input policies, on collections management system CollectionsIndex+ to support improved access to the library and reference collection.
- Cross check information on Collections Index + with index cards to include all relevant historic information.
- Work alongside the Archive team and experienced volunteers to support the Archive's daily work, including conservation and research support.
- There is an opportunity to create a short article and related social media content about your experience of working with the collection.

Further Information

Full training and support will be given on all aspects of the role. No previous experience necessary.

We are able to facilitate a flexible work schedule based on the individual's existing responsibilities. For a student placement, we require a minimum of 10 days to provide meaningful work experience.

Some online training on cataloguing, the history of Warner & Sons, and collections care will be required prior to the student's start date.

The role is not remote and will require travel to Warner Textile Archive, Silks Way, Braintree, Essex, CM7 3GB. We have a travel bursary of up to £50 per day which is able to offer support with travel costs and £5 per day for subsistence.

Computer facilities will be provided on-site.

If you have any questions, please contact the Warner Textile Archive Team. To apply, please email your current CV and a covering letter to volunteer@bdmt.org.uk

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About the Warner Textile Archive

The Warner Textile Archive is a significant collection of design, business, economic and social history of textile manufacturing firm Warner & Sons, based in Braintree between the dates of 1870 – 2001. The Warner Textile Archive is the largest collection of an individual textile manufacturer available in the public domain in the United Kingdom. We hold over 100,000 administrative records, paper designs, trial samples, manufacturing equipment and textiles of

Warner & Sons, their predecessors and successors, illustrating how furnishing textile manufacturing changed over more than 150 years.

Essential Skills and Knowledge Required

- Excellent Microsoft Office software skills and general computer literacy, with the enthusiasm to learn new systems.
- Must be dedicated to working to a meticulous attention to detail in regards to accurate data inputting, spelling and grammar.
- Excellent verbal and written communication skills, with the willingness to work with a dedicated team of staff and volunteers of different ages and backgrounds.
- Must be able to follow clear instructions and ask questions when unsure.
- This position requires moving and lifting large items.