Role: Digitisation volunteer

Where: Coventry Archives and Research Centre
When: From April 2018
Time: Wednesday-Friday between the hours of 10:00am – 4.00pm for a minimum of 3 hours a week. Volunteering on either a Monday/Tuesday or Saturday will ultimately depend upon staff capacity for supervision.

Background information

Coventry Archives and Research Centre is situated within the Herbert Art Gallery and Museum and is a vital resource for anyone undertaking research about Coventry’s history. We hold one of the most important regional archives in the UK, containing books, documents and records relating to every aspect of Coventry including a significant collection from the medieval and post Second World War periods.

Role Outline

This new role comes at an exciting time at the Coventry Archives and Research centre as we begin a consistent approach of digitisation of the audio visual collections. We need to preserve older formats of audio visual material through digitisation. We also wish to make these assets accessible over the next five years to both a national and international audience. Full training will be provided in the use of on-site digital equipment, together with appropriate handling of original documents, consistent metadata insertion, formatting and labelling of digital assets.

Benefits and training

In this support role you will have the opportunity to:

- Assist with copyright clearing/researching the images of *Pictures of Coventry* that are already digitised, in preparation for online access to Coventry collections
- Add additional metadata/keywords to all existing digital assets
- Undertake new digitisation work of additional *Pictures of Coventry* photographs, as well as any other relevant photographs, maps and plans using appropriate manual handling techniques

If you would like to be considered for this unique volunteering opportunity, please contact Rupert Hedley:

By post:
Rupert Hedley
Volunteer Coordinator
Herbert Art Gallery and Museum
Jordan Well, Coventry
CV1 5QP

Email: volunteering@culturecoventry.com

If you have any queries relating to the role or volunteering please call Rupert on:
Tel: 024 7623 7549