

Unit 12, Maple Estate
Stocks Lane
Barnsley
South Yorkshire
S75 2BL

1. POSITION

- 1.1 Job Title:** Archives Volunteer
- 1.2 Company:** Brass Bands England
- 1.3 Location:** National Office (Barnsley) or Home-based
- 1.4. Hours of Work** Flexible depending on volunteers availability
- 1.5 Renumeration** Travel expenses plus sustenance and overnight accommodation where required

2. PLACE IN ORGANISATION

Reports directly to the Archive Project Officers

3. GENERAL

Working as a volunteer addition to the Brass Bands England team, the post holder will be responsible for assisting in the listing, cataloguing and packing in order to relocate and reopen the collection at the Archives Department at the University of Huddersfield's Heritage Quay. The latter project will also include digitisation of the brass band archive. These will include digital record creation and processing as well as working with physical objects in order to make records available via the Brass Bands England website.

4. DESCRIPTION OF JOB CONTENT

4.1 Objectives

Volunteers will undertake various tasks in order to fulfil the following objectives:

- To support the Archive Project Officers in their role in cataloguing the existing Brass Band Archive
- To list and catalogue the sheet music collection
- To create accurate records of the sheet music collection including researching composers and arrangers, copyright expiry dates, available parts and other distinguishing features of note

- To digitise selected sheet music and artefacts using scanners, photography and cloud storage solutions
- To safely package the sheet music and artefacts into archival folders and boxes
- To advise on the historical relevance of archival material and offer insights into the wider context into which they fall
- To assist with the telling of 'Stories from the Archive' via social media and other channels
- To assist in the relocation of the Archive
- To assist the Project Manager (Brass Bands England's Partnership and Relationship Development Manager) in delivery of the project aims and objectives keeping within the project financial constraints

4.3 Person Specification

The Archive Volunteers should possess some but not necessarily all of the following:

- Excellent written and communication skills
- Basic computer skills
- An enthusiasm for brass bands (working knowledge of brass band history is an advantage)
- Experience of working with band libraries
- An ability to work independently
- An ability to work as part of a team and to act professionally and respectfully at all times
- An ability to manage multiple demands and prioritise effectively

I understand and accept the above Job Description.

(Job Holder) _____ **(Date)** _____