

**Digitisation Volunteer**

Beryl de Zoete collection

# Main purpose

The Horniman Museum and Gardens has been open since 1901 when the tea trader and philanthropist, Frederick Horniman, donated the building, gardens and his extraordinary collection of objects to the local community. Since then, the Horniman has grown significantly and includes internationally important collections of Anthropology and musical instruments, as well as an Aquarium, a Butterfly House and Natural History Gallery – all surrounded by 16 acres of beautiful Gardens.

Besides a wealth of objects on display at the Horniman Museum and Gardens, the museum maintains an off-site collection store in North Greenwich. With around ten staff, and regular visitors and volunteers, it is a lively and interesting place to work.

We are currently looking for someone with an interest in digitising collection information and images to join our team; the purpose of this volunteer role is to help with scanning a large collection of photographic negatives produced in the early and mid-20th century by the dance anthropologist Beryl de Zoete during her fieldwork in Bali. This will help make a unique and important collection accessible online in its entirety for the first time.

# Tasks include (including but not limited to):

* Scanning black and white negatives of Bali in the 1920s
* Processing and saving scanned images
* Checking image file names against spreadsheet lists
* Creating records on Excel with attached photographs
* Understanding the collection’s content and context
* Creating content for social media (i.e. photos of the digitisation process with captions)
* (Optional) Writing a short blog for the Horniman website to share their experiences with others

**Level of commitment**

This role is based at the Horniman’ s collection centre near the Dome in Greenwich. This opportunity is available one day a week with initial training on a Monday or Tuesday.

**The role would suit someone who:**

* Is interested in or currently pursuing a graduate degree in archives
* Has an interest in Balinese art, architecture and dance
* Approaches tasks methodically and pays close attention to detail
* Would be confident handling fragile items
* Is able to understand and follow guidelines precisely and consistently
* Is willing to undertake repetitive tasks
* Is organised and practical
* Has experience using Excel and flatbed scanners
* Is open to experience using Photoshop and Bridge for basic image processing tasks

# What we can offer participants:

* The opportunity to gain experience working in an engaging Museum and Archive environment
* The chance to learn new skills and receive basic archival and digitisation training using MIMSY, Photoshop, and Bridge.
* Experience of working as part of a team
* Travel expenses within Greater London will be reimbursed and lunch, if volunteering a full day

**Minimum age requirement:**

Due to its nature and location, this role is only open to those aged 18 and over.

**To apply**

Please contact [volunteering@horniman.ac.uk](mailto:volunteering@horniman.ac.uk) to request an application form.

This role is selective, and we will hold informal interviews*.*

NB. Please mark Digitisation Volunteer in the subject line of your email.

**Closing date for applications**: Sunday 28 May