



Volunteering Placements: Semester 2, 2020/21

1. Introduction

Thank you for your interest in volunteering with University of Edinburgh’s Centre for Research Collections and Museums! We’re delighted that you want to spend your time volunteering with us. Below you’ll find information about the roles we have available this semester. Please note that, due to the ongoing COVID-19 situation, all volunteer roles for this semester will take place completely remotely.

If you have any questions, please don’t hesitate to contact me (Laura) on LAUCVolunteering@ed.ac.uk.

2. Timeline

If you are interested in one of the roles listed below, please send a **copy of your CV** and a **short statement of no more than 300 words** to LAUCVolunteering@ed.ac.uk by **12 noon on Monday 25th January**. Your statement should address why you would like the role and, more importantly, how you fit the criteria mentioned in the description below.

On **Wednesday 20th January**, at **10am**, we’ll hold an online Volunteers Open Morning where the supervisors of the placements will be able to talk a bit more about the roles and answer any questions you may have.

Depending on the volume of applications we receive for the placements, we may carry out some informal interviews. These will take place online between **4th – 5th February**. Please let us know in your application if you are unavailable during this period.

Volunteer placements will begin during the week beginning **8th February**. During this week, your induction as a volunteer will also take place (where we’ll set you up on our systems, introduce you to the people you’ll be working with and so on).

Volunteers Open Morning Online	10am, Wednesday 20 th January
Closing date for applications	12 noon, Monday 25 th January
Informal interviews	4 th – 5 th February
Volunteer placements begin	Week beginning 8 th February



3. Volunteer Role Descriptions

Title:	Digitised Collections Transcription Volunteer – Lyell Collection
Role Description:	This post includes transcribing the indexes of 19th century scientific notebooks which have been digitised, as well as light cataloguing tasks related to agent descriptions and tagging.
Supervisor:	Elise Ramsay, Project Archivist
Time Commitment:	4 hours, suitable for flexible working arrangements
Start Date:	Week beginning 8 th February 2021
End Date:	End of Semester 2, with a view to review and extend
Essential Criteria:	<ul style="list-style-type: none">• Considering applying for, or working towards, a degree in Library Information Management/Archives/Conservation• Proficiency in deducing Lyell’s handwriting, or demonstrates aptitude to learn quickly (based on exercise given to shortlisted candidates)• Able to work well independently, self-motivated• Shows interest in the collection
Desirable Criteria:	<ul style="list-style-type: none">• Demonstrates critical research skills• Passed a course in Palaeography• Specialisation in earth history/earth science/science archives• Experience in cataloguing ISAD(G)• Previously had training with ArchiveSpace with the CRC



Title:	Video Editor
Role Description:	The Video Editor will assist with editing pieces of video created by the Library's Digital Imaging Unit, helping to make engaging collections-related content available online. The successful applicant will work remotely with support from Library staff.
Supervisor(s):	Malcolm Brown, Photographer, Digital Imaging Unit
Time Commitment:	3+ hours per week
Start Date:	Early February
End Date:	Ongoing
Essential Criteria:	<ul style="list-style-type: none">• Interest in working in the cultural heritage sector• Enthusiasm for rare and unique library collections• Some experience of video editing, although training will be provided
Desirable Criteria:	<ul style="list-style-type: none">• Knowledge of Adobe Creative Suite with a focus on Premiere Pro editing software.• Audio visual and moving image literacy. A keen interest in production and post production of moving image including online delivery models.