

**Appendix 4**

**Volunteer Role Description**

**Title of the volunteer role:**

Digital Image Library Volunteer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of the tasks involved:**

Uploading digitised copies of archival material into the PRONI Digital Image Library system. This involves enriching digital image descriptions with information from the PRONI catalogue, plus adding keywords and subject terms to the images before uploading them into a searchable image database system.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detail any skills, qualifications or knowledge required for the role:**

The essential requirements for the role are:

* Computer literacy, particularly experience in organising files and folders in Windows Explorer
* Attention to detail
* Good organisational skills
* Good time management and ability use initiative

The desirable requirements for the role are:

* Previous experience working with digital images, or with a Digital Asset Management System (DAMS).
* Interest in historical documents, particularly photographs and maps.
* Knowledge of places and historic events relating to the north of Ireland.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outline what training will be provided for the volunteer:**

Training and support will be provided by a nominated supervisor. It will include:

* Introduction to the work of the PRONI Digitisation Unit
* Training in the use of a DAMS

Training in the use of PRONI Catalogues Plus, the archival cataloguing system used within PRONI, to find information regarding imagery. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected Start Date:** Feb/March 2020 **Expected duration:** as required

(Please ensure you allow adequate time for selection and Access NI checks)

**Time commitment required** (specify suitable days & time slots – please note volunteering times are 10:00 – 1:00pm or 1:00pm – 4:00pm)

**Days:** Tuesdays or Thursdays **Time Slots:** 10-1pm and/or 1-4pm

**Outline the benefits of volunteering for this role:**

The Digital Image Library Assistant Volunteer will be working alongside expert curatorial and archive photography staff. They will gain first-hand experience of archival photography, equipment, procedures and techniques, and will also benefit from learning how to better store, manage and describe digital images in order for them to be searched and accessed efficiently in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_