

**Appendix 4**

**Volunteer Role Description**

**Title of the volunteer role:**

Young and Mackenzie Collection Volunteer

[3 volunteers can be accommodated]

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**Summary of the tasks involved:**

The volunteer will assist in the organisation of architectural plans and drawings within the Young and Mackenzie collection. The volunteer will be based in PRONI’s conservation studio and will be supported by specialist conservators and curatorial staff.

The volunteer will be required to:

* organise plans and drawings in date order within individual architectural schemes;
* clean individual plans and drawings within the collection;
* prepare an index by inputting details of individual plans and drawings onto an Excel spreadsheet.

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

The essential requirements for the role are:

* Manual dexterity;
* Good concentration;
* Attention to detail and the ability to create accurate records in a consistent manner;
* Ability to work both independently and as part of a team;
* A working knowledge of Microsoft Excel.

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

Training and support, including document handling training, will be provided by a nominated supervisor. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Expected Start Date:** Feb/March 2020 **Expected duration:** 12 months with a possibility of extension.

(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:** Wednesday **Time Slots:** 10:00am-1:00pm

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

Volunteer input will enable PRONI staff to catalogue the Young and Mackenzie architectural collection in its entirety and make it available to the public. The volunteer will increase their knowledge of architectural history and the work of an important Belfast-based architectural firm. The role will provide an opportunity to interact with other volunteers and staff within PRONI.

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