



PARK VOLUNTEER JOB DESCRIPTION

Title:	Archive & Collections Volunteer
Location:	Hatfield Park Estate
Reporting to:	Archive Coordinator/Head of Archives & Collections
Commitment:	1 half day weekly
Start date:	

Place of Work

Hatfield House, the historic home of the Marquess of Salisbury, sits within Hatfield Park, the centrepiece to the Hatfield Park Estate, which is located on the eastern fringe of Hatfield in Hertfordshire. Hatfield Park Estate is managed by a dedicated management team based at the Estate Office, a short distance from Hatfield House. The Estate is a vibrant business which is primarily focused upon let residential and commercial property, along with farming and forestry, development and tourism, leisure and hospitality. Hatfield House and Gardens are open to the public from Easter until the end of September whilst the Park is open to local members all year round.

In addition to day visitors, the estate hosts a number of large and small events, filming projects, together with parties, weddings and functions at a variety of locations across the estate. Gascoyne takes a long-term approach to business and is committed to delivering high quality economic, social and environmental value – a long-term sense of responsibility is fundamental to the way in which the estate is managed.

Purpose

- To assist with special projects relating to the management of Hatfield House's archive, library, and object collections.

Details of the Role

- To carry out a range of duties under supervision including data entry, object labelling, cataloguing and box listing, rehousing, object cleaning, and other activities dependent on department needs and projects.

Personal Attributes

- Keen interest in archives, libraries, museums, collections management, history, or historic houses.
- Digitally literate, comfortable with Microsoft Office applications including Excel and Word, and able to learn new software.
- Attention to detail.

General

- To carry out tasks in line with the Hatfield House policies and procedures including:
 - Health and Safety Policy
 - Volunteer Policy

- Undertake induction and training and development consistent with your role.

Opportunity / Benefits

- To learn more about the historic collections held at Hatfield House.
- Gain hands-on experience with heritage collections and systems and their management.
- Discount within the on-site restaurant.