

Bath's Underground History Unlocked: A Community Digitisation Project

Volunteer Role Description

Role aims:

- To record what you can see in footage of the Combe Down Stone Mines and help create vital catalogue records for archive collection material
- To learn and implement an excellent standard of archival description
- To work in a team to enhance the accessibility of the collection

About you:

- Interested in learning a new skill
- Interested in working on your own and in a small team
- Want to meet a few new people and neighbours
- Have an hour or two free in the week during winter
- Have access to a PC, tablet, or local library

Who will support you:

You will be working under the **Collections Manager, Imogen** who will provide training on how to use the Volunteer Project Resources in your pack as well as giving you support and guidance while you carry out your video description tasks.

Our **CEO, Miranda** is heading up the project and will want to hear all about your work and experiences while you are with us!

More about this role:

We will provide you with a Volunteer Pack which contains:

- Role Description
- About the Museum of Bath Stone
- About *Bath's Underground History Unlocked*
- Audio-Visual Catalogue: Video Description Form
- Common Terms and Standard Phrases
- Mines and Quarries Information Sheet
- Glossary of useful words

You can work on this project at the Museum of Bath Stone in Combe Down [or from home].

Please speak with the Collections Manager to arrange how, where and when you would prefer to carry out your video description tasks and if you have any additional requirements.

Describing 1 video will take up to 2 hours but depends on the length of the footage in the recording. Some videos were not used to the full 40 minutes. We will share the videos evenly between all volunteers after the Welcome and Introduction session.

If you would like more or fewer videos to work on, please let us know before or at that time so we can share the workload appropriately.

There is no dress code for this role, please wear whatever you feel comfortable in!

Expenses:

We can **reimburse** you for:

- Bus fare/tickets or mileage in your vehicle undertaken by you to your local library for use of the computer facilities there to complete your assignments

Please speak with **Miranda** if you need to visit your local library. Miranda will provide you with an expense form and explain what she needs to process your expense claim. All claims must be submitted by January 2023 with the relevant paperwork.

The Museum of Bath Stone encourages the use of public transport wherever possible to reduce our combined carbon footprint.

Your impact:

By volunteering with us, you will make a big difference! Here are some of the amazing things you will help us achieve:

- More people will know about the Museum of Bath Stone and will take the time to visit us. This helps us keep our doors open!
- People in the local community will have closer relationships with their heritage and can take ownership of its UNESCO World Heritage Status
- We will create an improved awareness of Combe Down's contribution to the City's unique story
- Archaeology recorded in films is contextualised, links are drawn between underground location identifiers, overground features, historical phases, and other characteristics.