



SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS
LONDON WC2A 3BP

TELEPHONE: +44 (0) 20 7405 2107

EMAIL: admin@soane.org.uk www.soane.org

REG CHARITY NO: 313609

Exhibitions Archive Volunteer Sir John Soane's Museum, London, UK

About us:

Sir John Soane, the son of a bricklayer, became one of the most celebrated architects of his day. When he died in 1837, he left the home that he designed to the public. Today the museum fulfils his wish and presents his collection of art, sculptures, books and furniture as it was in 1837, so visitors can step back in time into his beautiful and unusual house.

What will the role involve?

The Exhibitions department at Sir John Soane's Museum is responsible for conceiving and creating the Museum's temporary exhibitions. Currently we put on three exhibitions each year and show additional content online.

You will be involved in a project to consolidate the department's paper exhibitions files. This will include sorting through the files to remove duplicate records and unnecessary documents, reorganising and reshelving the files and labelling them with a consistent format.

Links:

<https://www.soane.org/exhibitions>

<https://www.soane.org/whats-on/archive>

Availability:

We hope that you'll be able to join us for about a day each week for a period of 3-4 months, although these hours can be spread across several days. We are happy to discuss individual flexibility and work around commitments for all other projects.

We're looking for someone who is:

- Interested in museums and libraries. This role would be ideal if you are considering a career as an archivist
- Comfortable volunteering as part of a team
- Comfortable using computers for basic office tasks (Microsoft Word, PowerPoint and Excel will be used regularly as part of this role)
- Interested in maintaining and preserving records

What we will offer you:

This role will be supervised by the Assistant Curator (Exhibitions) and will help you to develop some key skills related to exhibitions history and archiving. Training will be undertaken with the Soane Museum's archivist, Sue Palmer. We will also offer you:

- A welcome day training session as well as possible training in project-specific areas
- A weekly newsletter from the Soane
- The opportunity to take part in talks and events as part of the Volunteer programme
- Reimbursement for out of pocket travel expenses up to a maximum of £12.50 per day.

How to apply

To apply please fill out the application form online on Better Impact linked on the website. Please contact us at volunteer@soane.org.uk for reasonable adjustments and help applying for this role.

The deadline for applications is **10am Friday 14th March 2025**.

We welcome applicants from all sections of the community and you don't need to have volunteered before.

We plan to organise informal discussions via Microsoft Teams on **Friday 21st March 2025** which will include the Volunteer Manager and the Assistant Curator. We won't be able to offer informal discussions to everyone who applies but we may be able provide feedback on applications if it is requested.

Please contact the Volunteer Manager, Victoria Witty, via volunteer@soane.org.uk if you have any questions about the role or need the registration form in a different format. If you have an access need you would like to let us know about at this stage, please get in touch and we'll be happy to answer any questions.