

## Collections Care Volunteer

The Bishop's Palace collection is a mixed collection of furniture, paintings, sculpture, prints, silver, books, archaeological artefacts, and archival material. It has not been collected in a systematic way. The collection reflects the occupation of the Palace by the different Bishops, their families and staff. A proportion of the items in the collection have been acquired or commissioned due to need, such as the table in the Entrance Hall, or altar furniture in the Chapel.

<i>Title</i>	Collections Care Volunteer
<i>Report to</i>	Katy Love – Property and Collection Manager
<i>Key internal contacts</i>	Siobhan Goodwin – Community Engagement Manager Gemma Palmer – Community Engagement Assistant Archive volunteer team.
<i>Purpose of role</i>	To check the inventory of items within the public rooms of The Bishop's Palace against a list, noting any changes, moves, addition etc. Input inventory details into ArtLogic, our Inventory database, condition check all items on a running, annual basis.
<i>Key tasks – What the Palace Trust expects from the Collections Volunteer (cataloguing)</i>	<p><b>Doing the role</b></p> <ul style="list-style-type: none"> <li>Systematically viewing each public room and updating the inventory list with the items which are currently located in the room. Taking notes of items which have moved rooms, adding new items, removing sold items and making corrections to the list.</li> <li>Completing condition check forms for all items annually so The Palace can monitor any new/existing damage and deterioration.</li> <li>Upload inventory and condition check information on to ArtLogic, the database system – full training given.</li> <li>Collection cleaning, focussing on preserving and maintaining objects and furniture by carefully removing dirt and grime while minimising any potential damage.</li> </ul> <p><b>Engaging our Visitors</b></p> <ul style="list-style-type: none"> <li>Be an advocate for the work of the Bishop's Palace and promote additional services such as venue hire, the Bishop's Table and the shop, as well as other ways of getting involved (e.g. volunteering and fundraising).</li> </ul> <p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>All office-based Palace Trust volunteers are requested to sign a confidentiality agreement in relation to Palace Trust matters.</li> </ul>