



Help us to care for our fantastic collection of 16,000 artworks, letters, photographs, notebooks and curiosities which are stored in the Great North Museum: Hancock in Newcastle. You can find out more about our important archive collection [here](#)

[Are you interested in natural history and local history archives?](#)

[Would you be able to commit a day or a half-day of your time on a regular basis \(Monday-Friday\)?](#)

[Then you may just be the person we are looking for! Please have a look at the tasks below that we need help with.](#)

If you would like to help with any of these then please contact us with a brief CV or information about yourself and tell us about any skills, experience or interests you have that might be relevant.

Volunteering Roles in the Natural History Society's Archives:



Cataloguing or recording items onto our searchable database.

This task requires IT skills, literacy and accuracy. Some knowledge of natural history or local history would be ideal. Database training will be given.



Transcribing manuscript material such as letters, notebooks or documents - an occupation many volunteers enjoy.

Transcriptions of 19th century manuscripts is a challenging volunteer role but can be very rewarding. This position requires an ability to read old handwriting, patience, attention to detail and basic IT skills. Knowledge of natural history terms and species names is an advantage.



Researching and sorting new collections ready for cataloguing. This task requires a certain level of understanding of natural history and a methodical

work ethic.



Preservation of the collections. Help to re-store some of the collections so that they are better preserved for future generations. This task requires patience and the ability to handle items carefully.



Help promote our collection and its amazing stories. Help to promote our archive resources, answer enquiries and create temporary displays. The only skill required for this is knowledge of the collections and enthusiasm!



Writing articles for the Society's newsletter, website or Facebook pages. This task requires an ability to communicate well with people, a reasonable level of IT competence and experience of using social media.



Oral History Recording of our member's memories. We are looking for a volunteer who can assist with an oral history project. This involves recording interviews, organising the necessary paperwork required and storing the data onto computer. Ideally oral recordings also need to be transcribed and summarised. Good social skills are required for this position as well as literacy and basic IT skills.

If you would like more information about any of these tasks or what volunteering might involve then please contact us on 0191 208 2790 or nhsn@ncl.ac.uk

Please send your CV to nhsn@ncl.ac.uk or to Natural History Society of Northumbria, Great North Museum: Hancock, Newcastle upon Tyne NE2 4PT.



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