

## Archive Volunteer Role Description

### Archive Overview

At Project Art Works a huge body of work is continuously being created through our studio sessions by adults, young people and children with complex support needs. Work created can take the form of canvas and paper rolls, prints and 3D work.

The Project Art Works' archive is a rich and unique insight into the organisation and the people who come here. The archive documents our 22 years of workshops and studio based activities and the finished art work produced.

### Volunteering with us

This is an opportunity to get hands on experience working alongside our resident archivist and freelance archivist photographer. Work is stored in our vast, in house, archive of physical works and systemically organised, professionally photographed and added to our even larger digital archive and database. After photography sessions work can be accessed for sale, loan and exhibitions.

In the future it is hoped that the archive information, currently stored in-house, will be accessible via online software for increased visibility and research.

As an archive volunteer we would require a commitment of one (or more) of the following

- 2 days every 2 months cataloguing work
- 4 consecutive days supporting photography preparation and delivery
- 2 days a year supporting exhibition preparation and delivery

### You will experience:

- Access to the rich history of Project Art Works makers images and exhibitions from 1997 to the present day
- Working closely with the archivist
- Processes for labelling and storing of art works
- On sight experience supporting set up and assisting with an archival photoshoot
- Cataloguing on Excel and Media Pro or other software

### What you can bring:

- Interest in the work of Project Art Works and the makers
- A strong visual memory
- A systematic and attentive approach
- IT proficiency
- Physical fitness (big works often require moving around for photoshoots and storage including ladder climbing)

Project Art Works is an artist-led organisation that collaborates with people who have complex needs, their families, carers and the systems and services that impact on their lives.