



# Archive Volunteer Role

## 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. The archive is a rich and unique insight into the organisation and the people who come here.

## Volunteering with us

This is an opportunity to get hands on experience working alongside our resident archivist and freelance archive 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.

*As an archive volunteer we would require a commitment of either **1 day a month** cataloguing work or **4 consecutive days** supporting photography preparation and delivery.*

### You will experience:

- Access to the rich history of Project Art Works from 1997 to the present day
- Working closely with the archivist
- Processes for labelling and storing of art works
- Experience supporting set up and assisting with an archival photoshoot
- Cataloguing on Excel, Media Pro and 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)