

Volunteer role

As the organisations Collections Officer, you will be integral in supporting us in moving into working more transparently and will support the Gatwick Aviation Museum's (GAMC) Senior Leadership Team (SLT), in achieving the charity's aims, goals and business objectives. This role will be vital in supporting the Accreditation Officer in achieving the Charity's ambition of becoming an accredited museum.

In this role, you will contribute to the digitisation of GAMC's Collection by producing and editing data, that data is consistent, accurate and enables effective access to and engagement with the collection. You will maintain accountability for the Collection, through accurate recording and maintenance of object information in line with internal and sector standards and best practice.

You will work with the wider engineering team, to digitise and catalogue aircraft project data, to help categorise and review of spend, donations, purchases and loaned items, including future project scoping plans. Together with the Museum Manager, and Chief Engineer you will jointly ensure that all volunteers who access this new digitised system, should be trained accordingly to ensure that the data collected is accurately recorded.

The ideal candidate will have amazing attention to detail, be experienced in using, Microsoft office, ideally have practical experience of documentation and cataloguing, along with associated knowledge of best practice. Having experience of handling museum collections, including awareness of basic collections care, and will understand collections management procedures, cataloguing standards and terminology, would be an advantage, but is not a requirement.

Responsibilities

- Establish and create a robust collections and disposal policy
- Digital documentation and cataloguing
- Data Entry and meticulous attention to detail
- Transfer of all paper-based collections documents to online system
- Loan agreement and donation policies, processes, and best practice
- Support of the curation of information, space, and exhibits
- Support to determine acceptance of donated artefacts / general enquires
- New exhibit development projects
- Identify items that do not meet our collections policy
- Attend regular Volunteer Support meetings, hosted by the Museum Manager
- Prepare project updates to share with the wider team

GAMC acknowledges that this is a part time volunteer role only and NOT a full/part time paid position. We will accept any time you can provide to support us in this role.

Our History

Founded in 1987, Gatwick Aviation Museum began as a private collection, acquired by local Surrey businessman and philanthropist Peter Vallance.

An advocate of history, Peter found the people, development, and stories behind aviation fascinating, and it was in 1999 that he decided to formalise the Museum into a Charity, opening its doors to the public to share his passion with the community.

Our Future

Today the Gatwick Aviation Museum funds and supports the education of British aviation, engineering, and English Heritage. The Museum acts as a valuable educational resource, that provides vital support to a number of schools, youth associations, families, children and young people within our community.

Our Vision

We aim to inspire passion, learning and development in an enjoyable environment, that will provide a platform, to gain crucial skills and experience, through our collections, engineering projects, fundraising initiatives, educational events, and workshops, to support our mission to provide more opportunities that supports those, who aspire to join the industry that exists today.

Our Mission

To create an exciting and engaging aviation museum environment, that offers visitors a relevant, unique, and memorable experience. A museum where families, friends, children, and enthusiasts can come together to explore, discover, and learn through our varied collection of incredible aircraft and aviation exhibits.

Museum Culture

As a small charity, nestled behind Gatwick Airport within the green space of Charlwood village in leafy Surrey, we like to consider ourselves a welcoming group of committed, enthusiastic and positive people. Whilst we share enthusiasm, respect and appreciation of the industry and history of aviation in various capacities, we equally share the same outlook for those within our organisation, and the skills and experience that every member of the team contributes.

Having a positive, upbeat, and energetic attitude to tasks and especially when engaging with our visitors is key. You must be willing to engage with us in a proactive, flexible, and open-minded way, whilst being reliable and committed. Having a volunteer group that are good and trusted 'all-rounders', here at the Museum are all qualities that are important to our culture and working environment.

GAMC is fully committed to equity, diversity and inclusion. We want this to be reflected in the diversity of the people who volunteer for us and we welcome applications from people from all backgrounds, identities and abilities.

APPLY BY EMAILING: Volunteer@gamc.org.uk