Thames Valley Police Museum
'Collection Management' Volunteer

Volunteer Role: Collection Management Volunteer

Location: Mainly at Sulhamstead, Berkshire but potential for force wide

Reports to: Museum Curator

Commitment: Flexible (ideally 3-10 hours per month)

We're looking for volunteers with a passion for policing history and heritage, attention to detail when handling delicate objects, and basic IT skills. You should be reliable, enthusiastic, and able to work both in a small team and independently. The role requires travel to museum locations, but no prior experience is needed—just a keen interest in policing and a willingness to learn.

Role Purpose

To assist the curator and volunteer Collection Management volunteer team in receiving, researching, documenting, and preserving our historical policing collection. The Collection Management team are the engine room of the museum and ensure artefacts are properly handled, logged and available for exhibiting and preserving. We are ambitious and the Collection Management team are essential in enabling our plans to make our collection more accessible for public engagement and research.

Key Responsibilities

Collections Management

- Receive, handle and log artefacts for preservation or exhibition.
- Assist with cleaning and basic preventive conservation tasks.
- Manage the merchandise stock for sale in the museum or online.

Documentation & Cataloguing

- Help update and maintain collection records.
- Photograph and label objects for digital archives.

Research & Interpretation

- Research the history of artefacts to enable accurate cataloguing and exhibition story telling.
- Support research projects related to objects and policing history.
- Contribute to exhibition planning by preparing object information.

Digitisation

- Scan and photograph artefacts for digital preservation and online access.
- Use basic database software to log our collection.

Benefits

As a museum volunteer, you'll become part of the police family while gaining knowledge of policing history, museum operations, and artefact care. You'll learn conservation and archiving techniques, contribute to preserving and sharing our

heritage, and support community engagement. This role offers opportunities to develop your interest and meet new people.

Additional Information
Volunteers must be aged 18 and over and willing to undergo police vetting.
Training and induction will be provided.
Reasonable travel expenses reimbursed.