

Conservation images volunteer



War Memorials Trust seeks a volunteer to oversee the addition of images to its new database.

The charity has recently created a new database to improve its record-keeping and data management. Help is needed to add images to each record from the Trust's casework archive. Images will need to be scanned, saved and added to the database recording copyright details as required. In addition all photographic records within the casework will need to be recorded on the database and, with discussion with staff, a scanning policy implemented.

Images are of war memorials from across the UK taken by Trust staff, volunteers, applicants and the general public.

Experience of working with software for images (the Trust uses Photoshop and Photoshop Elements) is desirable. Attention to detail, accuracy and patience will be required for the role. Initiative, a willingness to contribute ideas and suggestions for development and the ability to work independently are also skills the Trust seeks.

The Trust would seek a minimum commitment of one day a week (10am - 4pm) for the short or long term. At present any day of the week is available.

If you would like to find out more about the role please contact Frances Moreton on 020 7834 0200 or frances@warmemorials.org. We would appreciate a CV and covering letter from anyone interested in the role detailing their interest, skills and experience and availability.