



# Digitisation and Cataloguing Volunteer

## Role description

**Volunteer role:** Digitisation and Cataloguing Assistant

Improving public access to our photo collection by transcribing information and tagging photographs in our online database.

**Location:** The Scottish Fisheries Museum (Remote Working)

**Supervisor:** Digitisation Project Officer

### About the museum:

Founded in the old fishing town of Anstruther, Fife, the Scottish Fisheries Museum Trust first opened on the 4<sup>th</sup> of July 1969. This area has long been associated with the fishing industry, and the Museum explores the history and heritage of the boats, the fish, and the folk. The Recognised Collections explain the development and variety of vessels and fishing methods used for different species of fish throughout history around the coast and islands of Scotland. The displays also illustrate the working and domestic lives of the fishermen, fisherlasses, and children who all contributed to the fishing industry.

### About the role:

We are looking for enthusiastic people who will support the Museum's digitisation project by helping to catalogue information about the photographs on the Museum's brand-new database. The photo collection tells a rich history of the fishing communities of Fife from the 19<sup>th</sup> Century to the present. This role will provide an excellent opportunity to develop database and computer skills as well as learn about this fascinating part of Scottish history.

Previous experience is not required as full training and support will be given by the Digitisation Project Officer.

### The key tasks will include:

- Supporting the Digitisation Project Officer to catalogue the digitised photographs, adding descriptions and keywords to entries.
- Making the newly catalogued and keyworded images accessible online.
- Adhering to the Scottish Fisheries Museum Trust's policies and to standards of best practice.



### **Hours and timeframe:**

- Remote working, preferably a minimum of two hours per week
- The digitisation project is funded until October 2022. The aim is to develop a self-sustaining volunteer community to continue beyond the timeline of the project funding.

### **The role requires:**

- An interest in history
- A good eye for detail
- Experience in or a willingness to learn how to use computer databases
- Access to a computer and internet connection
- Knowledge of the Scottish fishing industry would be advantageous.

We encourage applicants from all backgrounds, including those facing barriers to employment, people living with disabilities and with additional support needs, people from BAME backgrounds, refugees, and those who identify as LGBTQI+.

### **Support/training:**

Volunteers will be given an induction and full training for all aspects of the role by the Scottish Fisheries Museum team. They will be supported in their role by the Digitisation Project Officer.

### **Application process:**

The application process will involve the completion of our Volunteer Application Form and an informal chat with the Digitisation Project Officer.

For further information about the role please contact Anna Grybenyuk, Digitisation Project Officer on [photo@scotfishmuseum.org](mailto:photo@scotfishmuseum.org)