



Museum Volunteer Role Description

Role Title:	Digitisation Assistant
Responsible to:	Museum Volunteer Development Officer
Location:	Almond Valley Heritage Centre, Millfield, Livingston, EH54 7AR
Time commitment:	Minimum 3 hours per week
Role Description:	<p>Since The Museum of the Scottish Shale Oil Industry received Recognition of our Scottish Shale Oil Industry collection, Almond Valley Heritage Trust has taken custody of the surviving business records of Scotland's shale oil companies that now form part of the BP Oil company archive. This collection of over 3,000 sets of documents are mainly financial and legal records that offer a unique primary source for the researcher. The archive both compliments and adds value to our museum collection by providing context and enhancing associated information.</p> <p>Extending catalogue descriptions, identifying key documents and digitising the archive will enable this information to be made available through our Scottish Shale website. www.scottishshale.co.uk</p>
Main Tasks:	<p>Scanning photographs, documents, plans, maps and drawings.</p> <p>Use of drawing / editing software to rotate, crop and stitch together digitised images to ensure content is of sufficient quality to publish on the website.</p> <p>Use of OCR (Optical Character Recognition) software.</p> <p>Photographing museum objects.</p> <p>Ensuring newly created digital content is named, catalogued and filed appropriately, electronically (and in hard copy, where appropriate).</p>
Required Skills,	Essential: Computer Literacy

Qualities & Experience: Essential: Ability to maintain attention to detail when conducting repetitive tasks.
Desirable: Experience in using image editing software and databases.

Training and Support: Object Handling
Cataloguing and labelling
Electronic filing system
Digitisation techniques
Image Editing

Any other requirements: An interest in industrial / social history would be an advantage

Recruitment Process: Applications forms available via website (www.scottishshale.co.uk) or by calling Museum Volunteer Development Officer on 01506 414957

Date Role Created: 10 April 2013

Date Role Ends: 1 March 2014