

VOLUNTEER POSITION DESCRIPTION

Cultural Heritage Volunteer - Heritage Collection Digitisation

Objective:

To work with the Council's Heritage team to scan documents, prints, paintings and objects, which are significant to the City of Greater Dandenong for display online.

Tasks:

Under instruction from the Council's Heritage Officers, scan items and create identification records using an online heritage cataloguing system called eHive.

This involves:

1. Identifying the correct category and data related to selected items. Checking the catalogue detail matches the item you are working on.
2. Adding the object identification and descriptive information from the supplied catalogue worksheets into the eHive electronic catalogue on the computer system.
3. If scanning an object or three-dimensional (3D) item, photographing the object to create a digital image. If scanning a two dimensional (2D) or paper based item, scan the item using the scanning equipment provided.
4. Upload the images created with this process into the catalogue system.

Skills and other requirements:

- Developing English language skills
- Careful attention to detail
- Clear writing style for simple recording
- Interest to learn digital volunteers and/or digital camera use – no prior knowledge required
- Some familiarity with word processing and data entry skills
- Following training, the confidence to work alongside other volunteers, unsupervised

Time commitment:

Volunteers will work in teams of up to 4 people in 3 hour shifts. Shifts will be available at 2 shifts a day and for up to 3 days a week.

The ability to attend a minimum of one shift per week is required. Additional shifts could be arranged if volunteers are interested.

SHIFTS:	MORNING		AFTERNOON
Wednesdays	9am to 12	and	1pm to 3
Thursdays	9am to 12	and	1pm to 3
Fridays	9am to 12	and	1pm to 3

Location:

Council's Archive Facility, Dandenong South

Support/training:

The Council will provide all volunteers with sufficient training in cataloguing, digitization and safe work practices. Volunteers will be required to attend an induction session and a training session.

In addition, volunteers are offered opportunities to attend training sessions throughout the year to improve their skills in areas such as emergency first aid, diversity, and manual handling.

All Council volunteers will be invited to the two formal volunteer recognition events which will be held annually.

All volunteers will be required to have a clear Police Check. This will be arranged at Council's cost.

Contact Person:

To apply contact the Council's Volunteer Coordinator
8571 5335/0408579587 proche@cgd.vic.gov.au

GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the future and what's possible?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.



GREATER
DANDENONG
City of Opportunity