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## Volunteer Role Description

<b>Role:</b>	<b>Heritage &amp; Collections Volunteer (incl Project Volunteers)</b>
<b>Supervisor:</b>	Collections Project Officer
<b>Team:</b>	Heritage & Collections Team
<b>Location:</b>	NSW Rail Museum, Thirlmere
<b>Date:</b>	March 2025

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### Primary Purpose

Heritage & Collections Volunteers play an integral role across a wide range of activities supporting the care, conservation and restoration of transport heritage collection items and displays.

The role works under the supervision of the Collections Project Officer or the Collections Officer, depending on the tasks, activities and/or projects being undertaken, and works within a team of volunteers and employees within THNSW's Heritage & Collections Team.

Collection items, objects and displays range from very large rolling stock such as locomotives, carriages and freight wagons, to much smaller lamps, stamps, uniforms, historic models, tickets, ephemera and everything rail heritage in between.

Tasks and activities can be wide-ranging and varied in knowledge and skills required, from desktop research and computer-based activities to 'hands on' and 'handy' manual work right through to trade skills repairing and restoring collection items. All with plenty of opportunities to learn.

Key to the success of this role will be the ability to follow instructions, the ability to communicate and work effectively with a diverse range of people of all interests, ages and backgrounds, and as part of a small team, a reasonable level of physical fitness as required to carry out the duties and activities of this role (*see below*), and work safely with and a strong 'safety first', 'can do' attitude.

### Duties

Tasks and activities may include assisting with and undertaking:

- Researching – the history of collection items and objects to inform conservation/restoration projects
- Documenting – assessing and reporting on the condition of objects, documenting collection items
- Hands-on manual work – sanding, painting, cleaning collection objects, displays, heritage places
- Fixing and repairing – broken parts or making replacement parts for objects, displays, heritage places
- Trade skills (if possessed) – woodworking, carpentry, metalworking, electrical, plumbing and other
- Projects – working as part of a small team to undertake specific approved projects such as restoration projects, research projects, other
- Other general collections maintenance activities and tasks
- Other short-term specific projects related to collection objects, displays, collection storage, and other
- Other reasonable tasks, activities and duties as directed, within the scope of this role

### Training

THNSW will provide supervision and training for the role as required, including a WHS induction to the role and site, Safe Work Method Statements for specific tasks and heritage and collection items handling.

### Working Conditions

This role requires working in a non-standard working environment, including varying lighting, temperature and other conditions.

The use of personal protective equipment (PPE) will be required subject to the tasks and activities being undertaken. Individuals will need to purchase their own approved safety footwear, however THNSW will provide all other required PPE.

## **Commitment**

Activities and projects are mostly undertaken at the NSW Rail Museum, Thirlmere, however some works are also needed at other sites from time to time. Commitment is flexible and work can be carried out weekly, fortnightly on weekdays or weekends.

Specific Project Teams may meet and work together on specific agreed days.

## **Selection Criteria**

### **Essential**

1. Must be at least 18 years of age.
2. Must hold a current, valid NSW Working With Children Check clearance at all times.
3. Must be able to provide/arrange own transport to/from the NSW Rail Museum or other sites.
4. Successful completion of THNSW WHS and other training required to fulfil the role.
5. Ability to follow instructions and directions, and complete tasks with precision and accuracy.
6. Be physically fit and able to carry out manual handling tasks and the duties, activities and tasks of this role without restrictions.
7. Use of PPE as and where required such as safety boots, gloves, safety glasses, coveralls, masks, etc.
8. All THNSW volunteers must meet the requirements of THNSW's volunteer program, including the ability to pass police, working with children, or other required checks relevant to THNSW's operating context with volunteers, youth, children and the public.

### **Not Essential, but desired**

1. 'Hands on' skills – ranging from sewing, craft to handyman, woodworking, metalworking, other.
2. Trade qualifications.
3. Museum object handling experience.
4. Experience working in a museum, library, archive or records administration/management environment.
5. Experience with digital imaging of objects or archives.
6. A general knowledge of safety standards as they apply to the work environment.
7. Experience or awareness of the requirements of working in, and an enthusiasm for, heritage, cultural tourism, regional attraction management sectors, not for profit or start up organisation environments.

## **Organisational Environment**

Transport Heritage NSW Ltd (THNSW) is a not-for-profit, registered charity, member and volunteer-based company limited by guarantee, principally funded by the NSW Government.

THNSW is committed to delivering and continuously improving heritage transport experiences, events, attractions and asset management across NSW, proudly fostering our specialty in collecting, preserving and presenting rail transport heritage.

THNSW operates the NSW Rail Museum at Thirlmere and the Valley Heights Locomotive Depot Heritage Museum in the Blue Mountains, as well as offering heritage passenger rail experiences on its Thirlmere Heritage Railway (Loop Line) as part of the NSW Rail Museum, as well as throughout NSW and Australia.

THNSW requires adaptable, resourceful and flexible people with a desire to be part of this growing, dynamic and customer-focused organisation. THNSW has a core team of paid staff roles and active and growing volunteer base, along with its passionate membership base, all dedicated to pursuing our vision of *bringing transport heritage to life!*