



Trustees:
 Stephen Warrington (Chair)
 Robert Gordon Clark, Andrew Cooke, Henry
 Fajemirokun, Alistair Gale, Helga Henry, Sue Hughes,
 Chris Livett, Amar Qureshi, John Scott, Olga
 Stanojlovic, Pete Stephens.

	<u>Heritage Volunteer – Job Description</u>
Supervisor / Main point of contact	<ul style="list-style-type: none"> • Name: James King, Heritage Project Manager • Email: j.king@thamesfestival.org
Volunteering days	<ul style="list-style-type: none"> • You will be expected to volunteer a maximum of ten days spread between late-June and mid-August. The days will vary but be agreed in advance. • Oral history interviews will take place in person and remotely. • Archival research sessions will take place across July. • You will take part in approximately one session per week.
Role	<ul style="list-style-type: none"> • Oral History: You will learn about the history of Trinity Buoy Wharf and the surrounding area to give context for interviews. Recording and preparing oral history interviews, asking people questions to find out about their experience of living and/or working in the area. These interviews will inform project outputs including exhibitions, short films, live talks and podcasts. • Archive research: Looking through archive and historical documents and records for material to inform our project outputs. Recording findings. Materials will include historical images, photographs, film footage, newspaper articles, maps, oral history transcripts, parish records and diaries. The process of researching the archive will be documented and shared on our project website and social media.
Requirements	<ul style="list-style-type: none"> • You will be required to have access to an internet connection and computer/laptop to record oral history interviews. • Previous experience is not required, but an outgoing and inquisitive character will help, while an interest in heritage/museums/arts is a bonus.
Locations	<ul style="list-style-type: none"> • Remote – project induction, oral history interviews and training. • Archive research – Tower Hamlets and Newham borough archives, and London Metropolitan Archives. • Expenses of £15 will be provided for travel and lunch.



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Provisional Volunteering Plan:

Friday 1 July – Project Induction (online)
Thursday 7 July – LMA introduction training 10.30AM (whole group)
Friday 8 July – Tower Hamlets introduction training 10.30AM (whole group)
Wednesday 13 July (**TBC**) – LMA archive visit (one group)
Saturday 16 July – Tower Hamlets archive visit (one group)
Wednesday 20 July (**TBC**) – LMA archive visit (one group)
Friday 22 July – Tower Hamlets archive visit (one group)
Wednesday 27 July – Newham Archive visit (one group)
Friday 27 July – Newham Archive visit (one group)
Wednesday 3 August – Oral history training (online)
Oral history interviews to be recorded throughout August

Deadline for applying: Monday 27 June