

SCOTTISH JEWISH ARCHIVES CENTRE - CURRENT VOLUNTEER OPPORTUNITIES

- Guiding and facilitating visits to the Archives and Garnethill Synagogue for a variety of visitors (e.g. school groups, researchers, tour groups, special interest groups)
- Going out into the community (e.g. to schools, youth groups, care homes, social groups, conferences, workshops, seminars) to represent the SJAC and Scottish Jewish heritage and history.
- Research (e.g. for special projects or to produce themed display folders)
- Contributing to special exhibitions
- Assisting in preparation for and at events e.g. monthly Open Days (Sundays 2-4pm), special events
- Conducting Oral History interviews
- Producing Oral History transcripts
- Administering the Oral History Project
- Translation of documents
- Cataloguing and filing (can be general or focusing on material relating to organisations or subjects in which volunteers have a particular interest)
- Scanning documents
- Photocopying documents
- Other administrative help e.g. assistance with twice yearly newsletter mailing
- Newsletter contributions and editing – twice a year
- IT support
- Website and FaceBook page maintenance and input
- Publicity and marketing
- Community relations and liaison
- Fundraising as part of the fundraising sub-committee
- Making grant and other funding applications
- Finance and budgeting
- Risk management
- Health and safety monitoring
- Conducting access audits
- Management Committee membership – when vacancies arise
- Becoming a Trustee/Director – when vacancies arise