



Centre for Computing History

Job Description

Job title:	Volunteer Co-ordinator
Hours	Two days a week (0.4 FTE)
Fixed term	18 months
Salary:	£28,000 pa pro rata
Responsible to:	Director
Responsible for:	Education Co-ordinator
Location:	Cambridge

Job Purpose

We are seeking a part-time Volunteer Coordinator to lead an exciting new 18-month video project, **Viva Computer! A People's History of Home Computing**, funded by the Heritage Lottery Fund.

Background

Established in 2006, the Centre for Computing History (CCH) is an educational charity (1130071) and not-for-profit company, which opened in Cambridge in August 2013. Its core purpose is to increase understanding of developments in computing over the past 50 years through exploring the social, cultural and historical impact of the Information Age.

CCH has an internationally significant collection of vintage computers, memorabilia, artefacts, documents and hands-on displays – in total about 24,000 items. CCH is currently developing two new Cambridge-related archives: a Sinclair collection and an Acorn collection.

Project Outline

Viva Computer! will create a digital archive of a Cambridge high-tech community whose innovative thinking and technological know-how changed the world. The project will record on video the stories of 40+ industry inventors, pioneering software/ hardware engineers, gaming visionaries, microprocessor developers and others involved in the 'Cambridge Phenomenon' since the 1960s.

A team of volunteers will be recruited and trained to research, record, edit and catalogue the video histories. Wide-ranging learning resources will be developed from the archive for a variety of audiences. At project end there will be a festival and exhibition with a series of events and workshops.

Key Responsibilities and Result Areas

The Volunteer Coordinator will have overall responsibility for project delivery and design as follows:

1. Recruit and manage 8+ volunteers to deliver the project.
 2. Develop/implement a structured volunteer programme.
 3. Oversee project delivery to ensure the memories of 40+ industry innovators are recorded, edited and uploaded to the digital archive.
 4. Organise the build of a 'period room set' within the museum, in liaison with the museum Director.
 5. Run four drop-in memory shops to collect short audio-visual records.
 6. Develop interactive and other resources from the archive for museum display.
 7. Organise a festival and exhibition at project end.
 8. Manage project finances.
 9. Organise project evaluation.
 10. Create a legacy so the archive keeps growing post-project.
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Qualifications

- Degree level qualification
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Knowledge

- Good understanding of computing history.
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Essential Skills & Competencies

1. Proven successful volunteer and project management experience.
 2. Previous experience of delivering audio-visual projects or similar.
 3. An understanding of video archiving.
 4. Experience in developing, promoting and managing events.
 5. Superb organisational skills.
 6. Excellent interpersonal and communication skills across all audiences.
 7. Ability to manage own time and help others manage their time effectively.
 8. Ability to engender enthusiasm and commitment in others.
 9. Passion for the subject!
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Job Demands

- Occasionally some weekend and evening working may be required. Lieu time will be given in respect of additional hours.
- The post holder is required to carry museum objects, handling and outreach boxes.

Applications

Email or post a CV (three pages max) plus covering letter outlining reasons for applying and which skills you will bring to the post.

Email: jobs@computinghistory.org.uk

Post: Curator, Centre for Computing History, Rene Court, Coldhams Lane, Cambridge CB1 3EW

Closing date for applications: 5pm on Monday 20th October

Interviews: week beginning 27th October

CCH is unable to reply to every application. If you do not hear from us within three weeks after the closing date, you should assume that you have not been short-listed for interview.

The post-holder will be required to undergo an enhanced DBS (Disclosure and Barring Service) check.

The Centre for Computing History is committed to equality of opportunity.