



Please tick as many boxes as possible to indicate the roles that could be of interest to you and return this form.

Area of Interest	Tick
MUSEUM – Tolsey, High Street	
• Opening & Closing the Museum	
• Welcoming & assisting visitors	
• Managing the rota of volunteers who welcome & assist visitors	
• Developing knowledge of a collection e.g. fabrics, metalware, civic regalia, trades of yesteryear, the Dolls House	
ARCHIVE – Swan Lane	
• Assisting the public researching our records	
• Providing administrative support	
• Sorting records and cataloguing documents	
• Entering collection data into the cataloguing software	
• Developing family trees	
• Recording and transcribing local memories of times past	
• Assisting the Collection Managers to research and care for their items	
• Assisting with administrative support for our programme of online talks	
• Secretarial and/or treasury support	
• Bookbinding	
• Collection Manager	
WEBSITE & IT	
• Assisting with operating our website & content management and IT infrastructure	
• Helping people use our PCs	

Area of Interest	Tick
OUTREACH Programme	
• Assisting with our visits to the elderly / residents homes with 'nostalgia boxes'	
• Assisting with outreach initiatives e.g. 'My House', 'My Family', 'My Memories'	
• Becoming a speaker to other Societies on Burford topics	
MARKETING	
• Participating in fundraising events	
• Assisting with social media, email & Mail Chimp releases	
• Supporting our marketing and retail initiatives	
• Research and the production of articles for The Bridge	
• Managing our shop sales (including online)	
EXHIBITIONS & DISPLAYS	
• Helping to arrange an exhibition or displays	
• Coordinating sponsorship of exhibitions	
HISTORIC TOURS	
• Leading a Sunday afternoon historic tour (Training given)	
• Leading a 'by appointment' Historic tour (Training given)	
• Administering our Historic Tour Programme	
MAINTENANCE	
• Assisting with the housekeeping	
• Caring for the garden	

Name:	Address:
Email:	
Phone:	
Please return to: supporters@burfordtolsey.org or call 07802 681275	