



Archivist Assistant Volunteer Brief

About Sampad

Sampad is a dynamic development agency for South Asian Arts based in Birmingham. It plays a significant role regionally, nationally and beyond in promoting the appreciation and practice of diverse artforms originating from India, Pakistan, Bangladesh and Sri Lanka. Through its work sampad serves, supports and initiates South Asian arts in all its forms working with youth, community, education and professional artists.

About My Route

My Route is an 18 month project that explores the history of the people who have lived and worked around the Stratford Road in Birmingham since the Second World War. Aided by the local communities between Sparkbrook and Hall Green, the project will look at how the culture, architecture and populations have changed over the years, mapping the migration of the different communities along the road over time. Members of the public will be given the opportunity to research and learn about their heritage through a series of activities and research opportunities, ending in an exhibition along the road. Several resources will be created based on what is discovered, including publications, phone trails and an interactive map. This project has been funded by the Heritage Lottery Fund.

The Role

Sampad is looking to recruit volunteers to assist with the creation of an archive that will be compiled based on the items that are donated over the next 18 months by members of the public. All volunteers will receive training from Birmingham Archives on how to create an archive, looking at issues such as how to categorise items, how to use the acquisition database, and how to store items. Once training has been completed, volunteers will attend a series of archiving sessions throughout the year to prepare the items and document them once they have been donated.

Reasonable expenses agreed with Sampad beforehand that arise from undertaking this work will be reimbursed by Sampad.

Commitment

Volunteers must attend an initial training morning (date to be confirmed) and are expected to attend at least half of the archiving sessions over the 18 month period. These sessions will usually be one a month, but this is subject to change depending on the amount of items we receive.

Benefits

- Free training from a professional archivist
- Opportunity to develop heritage skills and gain experience in the sector, which looks great on your CV!
- Opportunity to meet new people and make new friends
- Opportunity to learn something new about the area you live in
- A reference on request upon successful completion of work

Can I apply?

We are keen to hear from reliable individuals who have a passion for history. All volunteers will be considered, although if you are under 16 we will need you to get a parent or guardian to sign permission forms for you to take part.

How to apply

Please complete the application form and email it to katy@sampad.org.uk as soon as possible. As recruitment will be ongoing throughout the project, there is no deadline for applications, but we may stop accepting applications if numbers get too high. We will then ask you to attend an informal meeting to discuss your role.

