



Royal
Academy
of Music

Digitisation Volunteer Role Profile

Purpose of the role

To create, edit and make accessible digital images from our Museum collections in order to enhance public access and awareness via the digital archive and the online collections catalogue.

Full training will be provided by the Digitisation Officer.

Role duties

- Flatbed scanning of paper based items such as postcards, photographs, illustrations, letters and music scores.
- Editing images using Adobe Photoshop
- Adding data using Adobe Bridge
- Adding images to the online database

Skills required

- Proficient I.T skills
- Methodical approach to tasks
- Good organisation and time keeping
- Interest in music and/or history would be preferable

Learning Opportunities

- Processes and procedures when working with historic collections
- Training in how to create digital images
- Training in using Adobe Photoshop and Adobe Bridge for digital collections
- Museum digital database editing