



Transcription volunteer

Main purpose	As a Transcription volunteer you will be helping to transcribe our printed stories so that we have them digitally.
You shall be doing some of these...	<ul style="list-style-type: none"> • transcribing photographs into Word • error-checking other transcriber's work • emailing the files to the project manager
The role would suit someone who...	<ul style="list-style-type: none"> • has basic knowledge Word • wants to help an independent charity on the Suffolk Coast
In return we shall offer you...	<ul style="list-style-type: none"> • a supportive, friendly environment • opportunities for personal and professional growth and development in a community-focused museum • induction to the Museum • full training opportunities to perform the role • invitation to volunteering events
Location and Hours	<p>Felixstowe Museum, View Point Road, Felixstowe IP11 3TW</p> <ul style="list-style-type: none"> • the museum is open to the public Easter to November, with behind-the-scenes work continuing over the winter • this role best suits someone who can volunteer from home
Further info	<p>Email: depmanager.museum@landguard.com https://landguard.com/felixstowe-museum</p> <p>  FelixstoweMuseum  @felixstowe_museum </p>

No experience necessary – just bring your enthusiasm!