



## HERITAGE ASSISTANT – (Photo & Glass Plate Scanning)

The Perth Observatory is seeking volunteers to help digitise our historical photograph and glass plate collection, dating from 1896 to 2010. This is a fantastic opportunity to contribute to the preservation of Western Australia's rich astronomical history.

### Responsibilities

- ✧ Scan and digitally archive historical photographs and fragile glass plates.
- ✧ Handle delicate archival materials with care and attention to detail.
- ✧ Follow archival procedures and naming conventions for digital files.
- ✧ Work on-site under the supervision of our librarian and archivist.

### Experience & Skills

- ✧ Basic computer literacy, including familiarity with Office 365, Microsoft Excel, and Outlook email.
- ✧ Ability to follow instructions and work methodically with attention to detail.
- ✧ Strong communication skills and the ability to work as part of a team.
- ✧ An interest in history, archiving, or astronomy is beneficial but not essential.

### Training Provided

- ✧ Full training on handling, scanning, and digitally archiving materials.
- ✧ Guidance on best practices for file organisation and documentation.

### Requirements

- ✧ Working With Children Check (WWCC) – required for all Perth Observatory volunteers.
- ✧ Driver's licence and own transport, as there is no public transport to the Observatory.

### Why Volunteer With Us?

Join our friendly and passionate team at the Perth Observatory and play a key role in preserving Western Australia's rich astronomical heritage. As a volunteer, you will gain hands-on experience in digitisation, archival work, and historical preservation, contributing to an important project that safeguards our collection for future generations.

