

Costumes & Textiles Collections Volunteer

Role Profile

The National Trust of South Australia actively conserves, manages and promotes South Australia's indigenous, natural, built, historic heritage and culture and does so as a community-based, not-for-profit, non-government organisation.

NTSA's core responsibility is the preservation, management, maintenance and promotion of historic sites, natural reserves, museums, social history, collections and heritage. Our Aim is to raise awareness in the broader community and to encourage current and future generations to explore their past, immerse themselves in the present and imagine their future heritage.

The National Trust in South Australia has active programs in three main areas:

- Managing heritage buildings and nature reserves including over sixty museums and folk history collections.
- Devising and disseminating policies on a range of heritage issues and lobbying for improved protection of our heritage.
- Providing awareness raising programs in the broader community on cultural and natural heritage matters.

The South Australian community enjoys and values its culture and heritage, and the National Trust honours the fundamental conservation and promotion of all these historic, natural, built, and cultural, sites and objects, those that created our unique and genuine Australian character.

Why does National Trust SA need my support?

National Trust SA cares for significant collections of costumes, textiles, and personal accessories that reflect South Australia's social, cultural, and domestic history. These fragile and unique objects require careful handling, storage, cataloguing, and presentation. Volunteers provide essential support to ensure the collection is preserved for future generations while remaining accessible for education, research, and exhibition.

What skills, qualities and experience do I need?

- Attention to detail and patience in working with fragile objects.
- Ability to follow handling and conservation procedures.
- Interest in costume, fashion history, and textiles.
- Good organisation and record-keeping skills.
- Basic computer literacy (collection management training provided).
- Ability to work independently or as part of a team.
- Flexibility and adaptability with a willingness to learn new skills.
- We encourage and support volunteers of a diverse range of skills, experience and abilities.
- A current Working with Children Check & Police Check – or commitment to obtain one before starting [conditions apply]

What will I be doing?

- Handling and caring for costumes, textiles, and accessories in accordance with NTSA guidelines.
- Supporting cataloguing, labelling, and documentation of collection items.
- Assisting with storage (e.g., padded hangers, acid-free boxes, rolled textiles).
- Conducting condition checks and reporting issues to staff.
- Monitoring environmental conditions in display and storage areas.
- Assisting with exhibitions, including rotation and installation of costumes.
- Supporting photography and digitisation projects.
- Maintaining tidy and organised storerooms.
- Reporting any risks, changes in condition, or pest activity.

What support and training will I receive?

- Induction and familiarisation visits to the site with staff and team leaders.
- Guidance on costume and textile handling and storage procedures.
- Training in cataloguing systems, condition reporting, and preventive conservation.
- Ongoing supervision and support from site staff and team leaders.
- Manual handling and safe work practices training.
- Opportunities to attend refresher or specialist conservation workshops.

What will National Trust SA expect from me?

- Be the friendly face of the National Trust and behave in a professional manner at all times.
- Be reliable in attendance and dependable.
- Observe organisational policy and procedures and follow all reasonable directions from staff and team leaders.
- Attend your volunteer shift dressed appropriately for the role (conditions apply) ii.
- Always display your name badge when volunteering.
- Maintain a good working relationship with staff, team leaders, other volunteers, and members of the public.
- Attend and actively participate in training as required.
- Attend and actively participate in scheduled team meetings.
- Maintain confidentiality and privacy in all aspects of your volunteering and report any conflicts of interest arising or of concern.
- Any documentary or other material [including any copyright applying thereto] you are provided with or is created by you during your term of volunteering remains the property of National Trust SA.

What can I expect from National Trust SA?

- To always be treated fairly and with respect.
- Discount at all National Trust SA properties retail outlets.
- Free entry to all National Trust SA properties throughout South Australia.
- Recognition and appreciation for your volunteering contribution.
- A full induction highlighting volunteer career paths and a training programme with ongoing support.
- To be fully covered by insurance during your volunteering experience.

Where will I be based?

The location of your volunteering is: _____ and will commence: _____
Insert location official name *Insert date*

At which time you will be given a site familiarisation with your Team Leader: _____
Insert Team Leader Name

Your 2-month probation period commences from the above date.

¹ By law all persons working with children and/or vulnerable persons are required to obtain a Working with Children Check prior to commencing any voluntary or paid work; obtaining such documents are subject to your location and exposer and will be advised by your Team Leader at your familiarisation.

¹ At the completion of your probationary period, you will be provided with a badge, NTSA Card and uniform (conditions apply)