



SIR JOHN
SOANE'S
MUSEUM
LONDON

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REG CHARITY NO: 313609

Voluntary role

Drawings catalogue data cleaning volunteer

Sir John Soane's Museum, London, UK

The house-museum of the celebrated Regency architect, Sir John Soane, displays his various idiosyncratic collections just as he left them on his death in 1837. Further to the 6,000 objects on display to the public, Soane compiled a collection of many thousands of books and drawings. The museum has an ambitious plan to catalogue the entire collection, and publish this online for open-access consultation by the public.

Drawings cataloguing background

Sir John Soane's Museum is undertaking a large-scale project to catalogue its 30,000-strong architectural drawings collection for online publication. Good progress is being made but when we acquired a new collections management system (SSL CollectionsIndex+) the data mapping of catalogues written on our previous system necessitated data cleaning. Groups of drawings for specific buildings or projects had previously been catalogued together into single digital documents. These need to be carefully unpicked and an individual entry for each item to be created in accordance with the catalogue content.

Key responsibility

- Data clean and proof read catalogue entries, as detailed above (training will be given by Frances Sands, Curator of Drawings and Books).

Personal profile

This role would suit someone with an interest in architecture, art history or architectural history, and museums and cataloguing. This position offers a rare opportunity to develop a basic understanding of a museum collections management system and the finer points of drawings cataloguing. The role is desk-based and requires excellent attention to detail and consistency. The role requires a range of skills and experience:

- A methodical approach with an eye for detail, extreme accuracy and consistency.
- Good IT skills are required with the ability to adapt to unfamiliar software.
- An interest in Sir John Soane and architecture. Knowledge of architectural styles would be an advantage.

Time commitment

The role requires a commitment of 1-2 days per week. It would be necessary to commit to dates with a minimum of a fortnight's notice. Ideally we are seeking a candidate who could commit to a minimum of 6 months in this role.

How to apply

If you require further information on this role please contact Frances Sands, Curator of Drawings and Books at fsands@soane.org.uk

If you are interested in applying for this role please send your CV and a brief covering letter to Victoria Witty, Volunteer Manager, volunteer@soane.org.uk no later than 22nd September 2025. Informal interviews are scheduled for 3rd October 2025.

Please contact the Volunteer Manager, Victoria Witty, via volunteer@soane.org.uk if you need the registration form in a different format. If you have an access need you would like to let us know about at this stage, please get in touch and we'll be happy to answer any questions.