



**BATE**  
**COLLECTION**  
of MUSICAL INSTRUMENTS



## Welcome!

Thank you for choosing to volunteer with us and support the work of the Bate Collection of Musical Instruments at the Faculty of Music, University of Oxford. Volunteers are an incredibly important part of our team. You help us deliver a first class service for our students and visitors, and you are essential to all that goes on in the life of our Collection.

We aim to make sure all our volunteers are welcomed, respected and given opportunities to grow in knowledge, skill and experience. This handbook will give you an overview of what to expect from volunteering with us. If you need more information or want to view our vacancies, please visit our website: [www.bate.ox.ac.uk](http://www.bate.ox.ac.uk)

## About Us

The Bate Collection of Musical Instruments, in the Faculty of Music at Oxford University, is one of the most comprehensive collection in Britain of woodwind, brass and percussion, ranging from European instruments to instruments from across the globe.

The Bate Collection consists of the original Philip Bate Gift of European Orchestral Woodwind Instruments, plus many other instruments given and lent by Philip Bate throughout his life; the Reginald Morley-Pegge Memorial Collection of Horns and other Brass and Woodwind Instruments; the Anthony Baines Collection; the Edgar Hunt Collection of Recorders and other instruments; the Jean Henry Collection, the Taphouse Keyboard Loans; the Roger Warner Keyboard Collection; the

Michael Thomas Keyboard Collection; a number of instruments from the Jeremy Montagu Collection; the tools and other bow-making equipment from William Retford's workshop, as well as a small collection of Bows formed in his memory, the Wally Horwood Collection of books and recordings, and a great many other instruments acquired by purchase, and gift.

There are on display more than a thousand instruments, some made by all the most important English, French and German makers, which show the musical and mechanical development of all wind and percussion instruments from the Renaissance and the Baroque to modern times, in a global perspective.

## Volunteering with us

### We want to:

- Promote the understanding of music through objects and stories related to its history and performance
- Reach new audiences
- Enable our visitors to experience music directly

You can help us! As a Bate Collection Volunteer, we will give you opportunities to share knowledge, receive training, use your skills and learn new ones, and network.

“ I’ve waited years to see this collection again and it’s every bit as brilliant as I remember. I particularly love the omnitonic horn.

What a delightful discovery and an invaluable treasure. Thank you for sharing this collection with students, performers and visitors alike- long may it continue.

What a great find! Such a great time looking round and listening to such wonderful instruments- loved the harpsichords!



## Ways to get involved

We are offering volunteer roles in outreach and audience engagement, performance practices, and conservation.

### Performance and Audience Engagement

For our student volunteers in performance and audience engagement, this will mean using your performance skills! Working closely with our collection, sharing with the public your passion for musical instruments and even playing some of our historical instruments!

(For this role, we require evidence of matriculation with the University of Oxford, at least ABRSM grade 8, and a letter from a senior member of the Faculty of Music).

### Conservation

For volunteers in conservation, this will mean working closely with our collection to learn to preserve and maintain objects in our collection ready for the new display and research facility.

## Types of volunteering

### Give an hour or two

These tasks are fairly short but more meaningful and can involve a quick bit of useful data entry, or playing an instrument for the wider public, or helping with a project or exhibition (or a recitals/performance).

### Donate an afternoon

This encourages volunteers to spend an afternoon helping the Collection without having to make a regular commitment. It can be project or event related, being part of a consultation focus group or setting up an exhibition.

## What you can expect from us and how we will support you

We aim to make our volunteers feel valued for their abilities, and supported by a comprehensive induction, training and mentoring package. We are committed to recruiting a diverse community of volunteers.

### Induction

Your Bate Collection contact will introduce you to anyone else you might be working with. They’ll go over health and safety requirements, etc. Please use this opportunity to ask any questions and to highlight any areas in which you would like further training and support.

If you’ll be volunteering with us for a period of time, we recommend a settling in period which gives us both a chance to assess how things are working out.

### Training

We want to ensure you feel confident in carrying out your role. We will provide one-to-one training and happy to discuss with you your preferences.

### Support

You’ll receive ongoing support from your main Bate Collection contact and have a regular review meeting dependent on the nature of your role or time commitment. The review meeting, in person or by phone, will focus on how your role is going, what support you need and, if necessary will include an update on what’s happening in the life of the Collection. It is an opportunity for you to raise issues and talk constructively about your involvement with us.

# What we expect from you

To ensure you get the most out of your volunteering, please try to do the following:

1. Agree your volunteer hours with your main contact in the Bate Collection
2. Provide as much notice as possible if you are unable to fulfil your volunteering commitment, or no longer wish to be involved in a project
3. Act in a way that doesn't discriminate against or exclude anyone
4. Act in a professional way, especially when you represent the Bate Collection to the public

## Reliability and commitment

It's very important that you are reliable and stick to any arrangements you have made with us. If you're planning to be away, please let us know well in advance so we can plan ahead.

## Contact

If you are interested in finding more about volunteering with us, please contact us at:

[bate.enquiries@music.ox.ac.uk](mailto:bate.enquiries@music.ox.ac.uk).

Volunteer vacancies will be advertised on our website: <https://www.bate.ox.ac.uk/work-us>