



Archive and Collection Volunteer Outline 2021

Job Title: Archive and Collections Volunteer

Type: Volunteer

Reports to: Curator

Schedule: Year round, based on availability..

Job summary: Archive and Collection Volunteers assist the Curator with inventory, processing, cataloging, exhibit development and object research.

Tasks

- Working with Curator to inventory items in collection
- Processing improperly catalogued items
- Conducting data entry in PastPerfect collection management software
- Installing exhibitions with Curator
- Transcribing documents
- Rehousing items in archival safe storage

Skills

- Quick learner
- Ability to adhere to museum best practices
- Independently productive

Setting

- In collection storage areas
- Most work can be done while seated
- Exhibition work may require extended standing and lifting

Schedule and commitment

- Variable based on volunteer availability
- During open hours Monday-Friday 9am-5pm
- Possibly on Saturdays during busy season

Training and supervision

- Curator will provide all object handling, cataloging, and other necessary training
- Work will be mostly independent with some direct collaboration with Curator
- Curator will always be available lend help and guidance when needed