

# Collections & Exhibitions Volunteer Job Description

## Role of Collections & Exhibitions Volunteer

Collections & Exhibitions Volunteers work with the Collections Assistant to inventory, rehouse, organize, and maintain collections. They also assist in the cleaning, maintenance, and installation of exhibitions as necessary.

## Duties and Responsibilities

- As assigned by the Collections Assistant, inventory, record, rehouse, organize, and maintain collections.
- Assist in regular cleaning and maintenance of exhibitions.
- When applicable, help with the installation and deinstallation of exhibitions.

## Qualifications

- An interest in history and antiques.
- Highly organized and able to work within existing structures.
- Basic computer skills, experience with PastPerfect software a plus.
- Ability to work well with others, accept supervision, and remain flexible.
- At least 14 years of age. People under 18 must provide parental consent.

## Training

- Attend volunteer staff orientation and training sessions.
- Object handling and additional collections training.

## Expected Commitment

- Year-round opportunities available.
- Prefer a regular commitment, at least once or twice a month for 3-4 hours.
- Schedule must align with the Collections Assistant's—all Collections work is supervised.

## Supervision

- Position primarily reports to Collections Assistant with additional supervision by Interpretation & Education Coordinator.
- Additional supervision by select paid staff, who create schedule and list of duties.