

Collections Volunteer Job Description

The Museum Collections Volunteer plays a critical role in the management and documentation of our extensive collections. This position works closely with the museum's collections team to ensure that artifacts and records are accurately cataloged and maintained using PastPerfect software. Volunteers with this expertise help to enhance the accessibility and integrity of our historical collections.

Duties:

- Assist with the cataloging of new acquisitions, ensuring all relevant information is accurately entered into PastPerfect
- Update and maintain existing records, verifying and correcting data as needed
- Photograph and scan artifacts, documents, and images to attach to digital records
- Label and organize artifacts according to established procedures and guidelines
- Organize and manage digital files and physical records to ensure they are easily accessible and properly stored
- Assist with the creation and maintenance of digital catalogs and inventories for internal and public use
- Assist with the proper handling, labeling, and storage of artifacts to ensure their preservation
- Follow museum protocols for the safe movement and display of artifacts
- Monitor environmental conditions in storage areas and report any concerns to museum staff
- Monitor the condition of artifacts and report any issues to the collections staff
- Assist in the preparation of detailed descriptions, condition reports, and other documentation
- Participate in training sessions and workshops offered by the museum
- Assist in training new volunteers or interns in the use of PastPerfect and collections management procedures
- Support inventory audits and condition assessments of the museum's collections

Requirements:

- Knowledge and experience with PastPerfect Museum Software
- Strong organizational and data management skills
- Passion for history and museum work

- Attention to detail and accuracy in data entry and documentation
- Ability to handle artifacts according to museum standards
- Good communication and research skills
- Reliability, punctuality, and a commitment to scheduled shifts
- Ability to work independently and as part of a team
- Pass a background check

Benefits of volunteering:

- Gain hands-on experience in collections management and preservation
- Develop skills in artifact handling, research, museum documentation, the use of museum software, and database management
- Contribute to the preservation and accessibility of local history
- Collaborate with museum professionals and enhance your knowledge of museum practices
- Access to museum events, exhibits, and professional development opportunities
- Contribute to the community and support the museum's mission