Position: Archive Collection

Reports to: Volunteer Manager

Position Summary: Prepare collection items for cataloging under the guidance of the Archivist/Collection Manager, including organizing groups of collection items both physically and electronically in Excel using the layout and structures of the collection catalog.

Essential Duties and Responsibilities:
• Organize large collection grouping using defined catalog hierarchies
• Take photographs of objects for collection catalog
• Scan photos, publications, and slides
• Input descriptive information into defined database fields
• May create narrative summary, finding aid, or box list for select collection groups
• Work with Archivist/Collection Manager to determine best organization process and layout for collection grouping being worked on

Qualifications:
• Willing to ask questions and receive input and direction in the working on a collection grouping
• Consistently detailed in inputting data
• Comfort and ease with Excel
• Comfort and ease with basic photo editing, ie cropping
• Able to handle objects maintaining a professional level of care
• Able to adhere to security measures to protect collection items and Archive Room
• Able to adhere to the Collection Management Policy, specifically as it relates to the handling and organizing of the collection
• Able to work solo and as part of a group
• Available to volunteer in the archive a minimum of 12 hours per month (3 hours per week)