HELP WANTED!

ARCHIVE AND COLLECTIONS VOLUNTEER

Tuesday-Friday 10:15 am noon
Mid May-Mid October
Additional tours by appointment

Apply at ephraim.org/join our team

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

Tasks include:
Working with Curator to inventory items in collection, Processing improperly cataloged items, Conducting data entry in PastPerfect collection management software, Installing exhibitions with Curator, Transcribing documents, Rehousing items in archival safe storage
Skills Needed:
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