
VOLUNTEER DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Collections Aide

Supervisor: Collections Registrar

Schedule: Weekdays

Commitment: Two (2) hours per week minimum

Position Summary: The Collections Aide will assist the Collections Registrar with the management of the collections of artwork, historical artifacts and archival materials.

Duties:

- Work under the supervision of the Collections Registrar to:
 - Process receipts for temporary loans and permanent donations;
 - Complete new accessions forms;
 - Inventory and catalogue existing collections;
 - Conduct provenance research about objects;
 - Photograph permanent collections objects and loaned objects existing and new objects;
 - Transcribe archival materials;
 - Enter information into collections database;
 - Complete object condition reports; and
 - Maintain digital and physical files.
- Complete other tasks as skill sets permit and as agreed upon with the Collections Registrar or the Director of Experiences or the Executive Director.

Qualifications

- Good written, verbal and interpersonal communication skills;
- Good computer skills, especially Microsoft Office, like Word and Excel;
- Good attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic environment; and
- Physical ability to lift objects weighing up to fifty pounds (50 lbs.), climb stairs and ladders, stoop, bend, push, pull and perform other physical duties;

Additional Comments:

- Responsibilities are assigned based on the volunteer's interests, knowledge, and skill sets;
- The schedule is determined by the volunteer's availability and the facilities open hours; and
- Appropriate training is provided to the volunteer in order to complete the assigned tasks.

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