Collections Volunteer

The Broomfield Veterans Memorial Museum is looking for two to four volunteers to assist in their collections. The position requires general computer skills, digital photography skills, and the ability to work both individually and as part of a team. The volunteer will need to pass a background check.

SUMMARY

Under the direction of the Museum Administrator and a paid conservator collections volunteers will assist in reconciling donation and loan documentation, describing objects following a written protocol, photographing, and possibly data entry and numbering artifacts and archival material.

TIME COMMITMENT

This position is expected to take three hours a week, shifts scheduled between noon and 8 pm on Wednesdays and a one-time volunteer orientation on a Saturday. A three month commitment is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconciling paperwork
- Assist Museum Administrator when meeting with donors by making lists and taking notes.
- Describe items/ archival material in writing based on established procedures.
- Under the direction of staff photograph artifacts and upload to database.
- Under the direction of staff properly handle, number, and store artifacts/archival material.

KNOWLEDGE AND SKILLS REQUIRED

- A successful volunteer must be proficient in Microsoft especially Word and Excel.
- Ability to print, copy, and scan documents.
- Ability to use a digital camera and download images.
- Ability to follow verbal directions and to read and follow procedural manuals.
- Good organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Requires the physical ability to move and lift artifacts and boxes, which may weigh up to 50 pounds.
- Willing to learn museum best practices.
- Enjoy working as part of a team and independently.
- Experience in museums or knowledge of military or military material culture advantageous.

BENEFITS

- Learn about the material culture of American military history and new skills.
- Gain valuable museum experience.
- Meet great people.
- The satisfaction of knowing you are helping a community preserve its history.

HOW TO APPLY

Please return the Application portion by Friday, August 1, to Jacqui Ainlay-Conley at the Mamie Doud Eisenhower Library, 3 Community Park Rd, Broomfield, CO 80020 or scan and email to jainlay-conley@broomfield.org with the subject line Collections Volunteer.

Collections Volunteer Application

Name:

Contact Information: (address, email, phone number):

Discuss your experience with museums:

Describe a time when you fulfilled a detail oriented task/job/project:

Do you feel comfortable with:	Microsoft Office programs	Y	N
	Extensive typing	Y	N
	Data Entry	Y	N
	Digital cameras	Y	N
	Military artifacts/archives	Y	N

Why do you want to volunteer with the Broomfield Veterans Memorial Museum?

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