



## **Volunteer Role Description**

**Role:** Collections Volunteer

**Reports to:** Curator and Lead Volunteer

**Staff Support:** Human Resources Administrator & Administrative Assistant

**Location:** Theater Building

### **Objectives**

The Collections Volunteer's objective is to assist the documentation, record keeping and preservation of archival, artifact and research material held in each of the Collections, of the Evergreen Aviation & Space Museum (EASM). It is expected this objective will be met through the application of accepted museum standards and practices with adherence to EASM's Collection Management Policy, within the stated mission of the Museum.

### **Role Responsibilities**

Role responsibilities may include some or all the following:

1. Detailed Cataloging of artifact and archive items accessioned into the Collection.
2. Provide research support for Aviation and Space related queries.
3. Assists Curator in displaying donated items.
4. Assists with maintaining and operating EASM Library.
5. Assists in preservation and storage of items within the Collection and on Exhibit.
6. Follows Volunteer Policy Handbook.
7. Follows EASM's Safety Manual. May assist with evacuations and other emergent situations.

### **Knowledge, Skills & Abilities Needed**

- Intermediate computer skill level and working knowledge of databases and MS Office.
- Must be able to demonstrate excellent organizational and team coordination abilities.
- Must be able to demonstrate excellent interpersonal skills.
- Must be able to demonstrate great attention to detail.