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## **Collections Volunteer**

The Collections Volunteer for the Orange County Regional History Center supports the Collections Department activities and staff in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to care for the Historical Society of Central Florida's collection. Under the guidance of the Collections Manager, volunteer will handle all materials according to standard museum practices. Collections Volunteers are ambassadors of the museum and its mission, as well as colleagues of the museum staff.

### **REPORTS TO:**

Emily Coughlan, Collections Manager

### **DUTIES AND RESPONSIBILITIES:**

- Assist with the processing of collection materials
- Assist with research requests
- Catalog items in Research Center Library
- Digitize historical documents and photographs
- Digitize and catalog VHS cassette tapes from institutional archives
- Rehouse collection items
- Work on collection inventories

### **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:**

- Minimum age: 20 years old, with high school diploma
- Commit to volunteering minimum 2 shifts per month, with shifts of no fewer than 3 hours at a time
- Interest in learning about archival care and handling
- Proficient in Microsoft Office (Word, Excel, etc.)
- Possess strong verbal and written communication skills
- Detail oriented and organized
- Able to work independently or in collaborative environment

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned as required to fulfill the directives of the Orange County Regional History Center's Collection Department and strategic plan or as designated by Executive staff. Work environment is primarily in an office or at an offsite warehouse with some light lifting required.

\*Collections & Research volunteers must live and be able to work in the United States and be able to pass a background test.