
Digital Collections Volunteer

The Digital 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 Digital Archivist, the volunteer will handle all materials according to standard museum practices. Volunteers are ambassadors of the museum and its mission, as well as colleagues of the museum staff.

REPORTS TO:

Kelly D'Ambrosio, Digital Archivist

DUTIES AND RESPONSIBILITIES:

- Assisting with the processing of collection materials
- Digitizing & organizing historical photographs
- Digitizing Orlando Sentinel photo collection
- Digitizing & cataloging postcards
- Digitizing Corner Cupboard newspapers
- Digitizing and cataloging of VHS cassette tapes from institutional archives
- Digitizing legacy media of various formats
- Rehousing collection items
- Working on collection inventories

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:

- Minimum age: 20 years old, with a high school diploma
- Commit to volunteering a minimum of two 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 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 check.