

Collections Volunteer

Service Summary: Collections volunteers work in partnership with Collections staff to digitize, photograph, catalog, and preserve S'edav Va'aki Museum's artifact and archival collection. By joining our Collections team, you will assist with the preservation of the collection of S'edav Va'aki Museum.

Supervisor: Curator of Collections/Museum Assistant/Volunteer Coordinator

Duties:

- Digitize (scan) paper and photographic archival collections
- Inventory, photograph, and rehouse artifact collections
- Create storage mounts to support artifacts in the collection
- Assist with the cleaning and maintenance of exhibits, collections labs, and storage areas
- Assist with assembly and movement of heavy shelving units
- Assist with other curatorial tasks and projects as projects arise

Available Days and Times: Monday - Friday Mornings/Afternoons

Required Time Commitment:

- Minimum of two 3–4-hour shifts per month
- Preferred regular (weekly) commitment

Required Training:

- Orientation
- Must follow the Volunteer/Intern Code of Ethics
- Object handling training
- Special collections projects trainings

Required Skills:

- Experience in preventative conservation, archaeological collections management, or knowledge of Arizona archaeological cultures
- Detail-oriented and organized
- Can work independently, without assistance
- Ability to lift 40lbs. and bend, lift, stretch, and climb ladders
- Ability to do repetitive tasks (such as scanning and data entry)
- Ability to work well with others and accept supervision within existing structure

Additional Helpful Skills:

- Data entry skills, experience with Proficio database software
- Professional experience in museum collections management or archaeological object analysis (such as lithic or ceramic analysis)



Desired Impact on Museum and Visitors:

- Advance the mission of the Museum by completing tasks related to object preservation and thoughtful care of cultural materials
- Museum collection will be cared for in accordance with museum industry best practices
- Paper and photographic records will be digitized for preservation and access

Benefits to Volunteer:

- Gain an understanding of the purpose and activities of the Museum
- Acquire new skills related to collections preservation, object handling, and collections management software
- Opportunities to participate in workshops and attend continuing education classes, lectures, exhibit openings, and trips
- Access to researching in the S'edav Va'aki Museum's Research Library
- Opportunities to develop friendships with others who share similar interests
- Free admission to the Museum
- Opportunity to participate in the annual Volunteer Recognition Event each spring
- Discount in Museum Store

