

MoW Collections Volunteer Description

SUMMARY

Under the direction of museum staff, collection volunteers will assist in organizing and rehousing collections and historically relevant materials, photographing and scanning artifacts and archival documents, entering and cleaning up data in MWC's digital collections database, and physically number artifacts and archival material.

Schedule Availability:

Tuesday - 10:00am-4:00pm

Wednesday - 10:00am-4:00pm

Thursday - 10:00am-4:00pm

Volunteers may assist in collections work during these hours. Individual volunteers can determine their schedule within these hours. Speak with supervising staff members for more information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Describe items in writing based on established procedures.
- Photograph artifacts and upload to the digital collections database.
- Properly handle, number, and store artifacts material.
- Reconcile and file paperwork.
- Must follow Museums of Western Colorado policies and procedures.

KNOWLEDGE AND SKILLS NEEDED

- Proficient in Microsoft desktop operating systems (or similar), especially Word and Excel.
- Ability to learn new computer programs.
- 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.
- Willing to learn museum best practices.
- Enjoy working as part of a team and independently.
- Experience in museums, knowledge of local or specialized history, or knowledge of domestic or archaeological materials is a plus.
- Must pass a background check.

PHYSICAL DEMANDS

While volunteering in this capacity, the volunteer may have to regularly bend down and restand and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision and close vision.

BENEFITS:

Volunteers who surpass twenty hours logged receive a family membership, including all the great benefits that come with a standard membership:

- Admission for one full year to all Museum sites
 - Museum of the West – 462 Ute Avenue in Grand Junction
 - Dinosaur Journey Museum – 550 Jurassic Court in Fruita
 - Cross Orchards Historic Site – 3073 F Road in Grand Junction (open seasonally)
- *Museum Times* newsletter, Annual Members Magazine sent directly to you.
- 10% Discount in all Museum stores.
- Discounts on trips, classes, workshops and lectures.
- Invitation to quarterly MEMBERS ONLY gatherings.
- Discounts on tickets to select annual events.

General Projects:

Collections Processing:

Under the direction of museum staff, collection volunteers will assist in organizing and rehousing collections and historically relevant materials, photographing and scanning artifacts and archival documents, entering and cleaning up data in MWC's digital collections database, and physically number artifacts and archival material.

- **Materials That May Be Processed: (Ranked)**

- Level 1 (Starter - Minor Training Involved):
 - Non-Accessioned Materials
 - Library resources (books, subject/people files, etc.) (May require training with LibraryThing)
 - Community Use
 - Etc.
 - Modern Photographs (1980's+) (Requires understanding of CollectiveAccess (training required))
- Level 2: (Requires Special Training & Training in CollectiveAccess)
 - All of Level 1
 - Older Photographs (Pre-1980's), Some Negatives, & Slides
 - Non-Fragile 3-D Artifacts
- Level 3: (Requires Special Training, Training in CollectiveAccess, & Experience In Levels 1 & 2)
 - All of Levels 1 & 2
 - Other Photographic Materials (Glass plate negatives, cyanotypes, etc.)
 - Large Artifacts
 - Some Textiles
 - Documents
- Level 4: (Requires Special Training, Training in CollectiveAccess, & Experience In Levels 1 - 3). *Please note that this level may not be reached by most volunteers. It requires very specific training and a tested skill level.*
 - All of Levels 1-3

- Contemporary Art
- Pottery
- Textiles
- Exhibit Materials
- Fragile Materials
- Restricted Materials

NOTE: Most volunteers will be rated at Levels 1 & 2. If you have interest in leveling up, please speak with your Supervising Staff Member.

Specific Projects:

- Social Media Creation: (Level 2)
 - Necessary Skills:
 - Able to navigate a computer with ease
 - Trained in CollectiveAccess
 - Has studied Museum's social media presence and can create similar content
- Cataloging Library Materials: (Level 1)
 - Necessary Skills (Training can be offered upon request):
 - Working knowledge of LibraryThing, the Dewey Decimal System, basic computer skills (able to use Excel (or similar), able to use a printer/scanner, can navigate a laptop/desktop, etc.), and the layout of the library.
 - This position may work in tandem with other volunteers or interns.
- Data Clean Up: (Level 2)
 - Necessary Skills:
 - Able to navigate a computer with ease
 - Trained in CollectiveAccess
 - Trained in Object Handling
- Exhibit Research & Assistance: (Level 3 or 4 - Dependent on content)

MORE PROJECTS WILL BE AVAILABLE AS TIME PASSES. PLEASE INQUIRE WITH SPECIAL INTERESTS.