COLUMBIA RIVER
MARITIME MUSEUM
ASTORIA / OREGON

Curatorial Archives or Collections Volunteer

Objective: Curatorial volunteers conduct ongoing projects such as data entry, object numbering, object rehousing, document filing, collections inventory, etc. The Curatorial Department will assign appropriate projects based on personal interests and skill sets, and then train the volunteer to carry out projects according to museum standards.

The volunteer must be comfortable working independently in a quiet space such as the Ted M. Natt Library or in the collections area of the Maritime Heritage Resource Center (MHRC).

Curatorial volunteers usually maintain a regular schedule (day and time each week) that is worked out between the volunteer and their department supervisor.

Curatorial work requires the volunteer to be organized with attention to detail.

General duties:

- The volunteer will work carefully and precisely with museum documents, artifacts, or data.
- The volunteer will follow guidelines for proper handling of curatorial content.
- The volunteer will demonstrate clear communication and good organizational skills.

Training: Volunteers who work in the Curatorial Department are supervised and trained by the Curatorial Staff who assigned the project to them.

Time Commitment: Curatorial Volunteers usually work one shift per week for 2-3 hours per shift.

Who to Report to: Curatorial Staff, Volunteer Coordinator, Education Supervisor, Education Director