MUSEUM CENTER VOLUNTEER
History Collections

POSITION SUMMARY

Dickinson Museum Center History Volunteers assist in collections management tasks - cataloging collections, scanning archival materials, etc. and are trained by and work under the Curator of History.

RESPONSIBILITIES

Essential Duties

- Follow all safety, health, and environment rules
- Work as part of a team or individually on tasks as assigned
- Perform tasks as directed by the Curator of History
- Follow project priority as set by museum staff
- Be courteous and respectful to all Museum Center visitors, volunteers, and staff members

RELATIONSHIPS

Relation to Others

- Position requires regular contact with the public and employees; must be able to communicate effectively.
- Communications may be one-on-one and in small groups
- May assist with orientating new volunteers to the Museum Center

SKILLS

- History volunteers will be trained by staff and assigned tasks and projects commensurate with exhibited skills at the discretion of staff.

WORKING CONDITIONS

- Work is performed within a routine office-type environment with minimum exposure to hazardous or unpleasant conditions. When appropriate the Museum Center will provide, personal protective equipment (PPE) and training.
- This volunteer position typically requires: standing, walking, climbing, talking, hearing, and seeing. Medium work: Exerting up to 50 pounds of force occasionally or exerting up to 20 pounds of force frequently.