

# Creating a Volunteer Position Description

## ***Volunteer Position Job Description – Samples***

### **I. Title:** Collections Digitization Assistant

**Purpose:** The primary focus of this volunteer position is to assist with the digitization of specified collections materials through archival photographic scanning, metadata, and archiving digitized collections materials in the digital asset management system.

**Reports to:** Collections Archivist/Manager

### **Relevant Skills:**

- Experience with collections management systems and metadata principles.
- Basic knowledge of digital photography and studio lighting setup.
- Demonstrated proficiency in Adobe Photoshop.

### **Key Responsibilities:**

- Work collaboratively with lead collections photographer to document new and existing collections.
- Produce, edit, and prepare 2D collections materials using photographic scanning techniques.
- Assist with metadata audits of existing digitized collections materials.
- Create new metadata for newly documented collections materials.
- Assist in creating and managing new collections indexes.

**Time Commitment:** Minimum 20 hour per week, 6 month commitment with possible addition of 3-6 months.

**Location:** Collections archive

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## II. Title: Education Assistant

**Purpose:** The purpose of our educational assistants is to help develop educational resources and modules to better engage and inform visitors about our collections and exhibitions.

**Reports to:** Museum Education Manager

### Relevant Skills:

- Experience working with K-12 students.
- Knowledge of basic research principles and educational content development.
- Curriculum implementation for age specific audiences.

### Key Responsibilities:

- Research museum records and exhibits for educational materials.
- Audit old educational materials.
- Create curriculum outlines for new educational modules.
- Develop new educational materials and workshop modules for upcoming exhibits using internal resources and primary source documents.
- Describe exhibition materials for use in educational programming, social media, and digitization.

**Time Commitment:** This is a 20-25 hour per week position with a minimum 6 month commitment.

**Location:** Museum learning center

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### **III. Title:** Museum Docent & Front Desk

**Purpose:** Museum docents greet and educate guests about specific exhibitions and collections at the museum. They assist in both interpretation of exhibition materials and facilitating a positive museum experience, while becoming involved with the greater community of museum visitors.

**Reports to:** Education Manager/Docent Coordinator

#### **Relevant Skills:**

- Positive outlook and willingness to interact with the public.
- Public speaking/lecturing or comfortable talking to groups of people.
- Experience with opening and closing procedures of public buildings.

#### **Key Responsibilities:**

- Greet museum visitors in a friendly manner.
- Record visitor numbers.
- Be knowledgeable enough about collections to answer general questions about objects on exhibit.
- Offer guided tours of specific exhibitions as determined by Education Manager.
- Inform museum guests of upcoming exhibitions and/or available education opportunities and events.
- Report any maintenance issues.
- Enforce safety rules and assist with guest safety.

**Time Commitment:** This is a 20 hour per week position with a minimum 3 month commitment.

**Location:** Front desk in lobby/reception area, and walking through galleries.

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