

Parkville and District Historical Society

Volunteer Job Description

Archival Maintenance Assistant

General Description:

Assisting in the maintenance of the Museum's Archives; processing, cataloguing, and storing historical records.

Specific Duties:

Processing recent acquisitions

Cataloguing

Arranging fonds as prescribed by the supervisor

Locating documents and photos as required for researchers

Re-filing recently accessed documents and files

Qualifications:

Current Parkville & District Historical Society member

Knowledgeable of Rules of Archival Arrangement, or willingness to learn

Well organized

Good penmanship

Computer literacy

Knowledge of local history

Excellent written and verbal communication skills

Good reading skills e.g.

- Good reading speed
- Good comprehension
- Ability to focus
- Patience
- Ability to work independently

Training provided!**Hours:**

10 hours per month (minimum) plus special projects