

Parkville and District Historical Society

Volunteer Job Description

Museum Collection Assistant

General Description:

Assisting in the processing of artifacts for cataloguing, storage or display

Specific Duties:

Completing Worksheets, and condition reports for artifacts

Cataloguing, database entry

Maintaining high standards of artifact handling

Packing and storage of artifacts

Maintenance of artifact records

Assisting in working with displays and exhibits

Qualifications:

Current Parkville & District Historical Society member

Understanding of proper artifact handling, and storage

Computer literacy

Meticulous record-keeping skills

Good penmanship

Excellent written and verbal skills

Highly observant

Knowledge of local history

Training provided!**Hours:**

10 Hours per month (minimum) plus special projects