

# Parkville and District Historical Society

## Volunteer Job Description

### Researcher

#### **General Description:**

Responsible for conducting research for museum exhibits and collections as well as processing requests from public.

#### **Specific Duties:**

Working with archival documents, and museum artifacts

Phoning people for information

Looking up information for Museum projects

Reporting findings to supervisor or project leader

Looking up information for public requests

- Keeping track of archival request charges/fees
- Recording documents accessed for future reference

#### **Qualifications:**

Current Parkville & District Historical Society member

Knowledge of the history of the community

Excellent command of written and verbal communication skills

Good reading skills e.g.

- Good reading speed
- Good comprehension
- Ability to focus on purpose of research item
- Patience to research more than one source of information for a particular item
- Ability to work independently
- Typing and organizational skills
- Experience in research techniques an asset

#### **Training provided!**

#### **Hours:**

Dependent on project or request