



LAMBTON HERITAGE  
**MUSEUM**

# VOLUNTEER OPPORTUNITIES

# COLLECTIONS

# SUPPORT



## **OVERVIEW**

Collections Support volunteers will help the Museum Collections Coordinator and Curator/Supervisor document museum artifacts. Volunteers will gain behind the scenes access to the museum collection handling artifacts, assisting with digitization, and performing research as needed.

## **COMMITMENT**

- Make a minimum commitment of 1 year
- Be available for a minimum of 3 shifts per month

## **TRAINING**

- Attend museum orientation
- Review of Volunteer Handbook for policies and procedures
- Attend safe handling of artifacts training

## **DUTIES AND RESPONSIBILITIES**

- Assist with data entry
- Assist with the organization of collection while ensuring safe handling of museum artifacts
- Assist with research
- Assist with the scanning of collection items and relevant documentation
- Assist staff to photograph collections items
- Edit images as required - ei. colour correction, resizing, etc.

## **QUALIFICATIONS**

- Interpersonal and communication skills
- Ability to work independently and in a team setting
- Excellent attention to detail
- Ability to follow detailed instructions

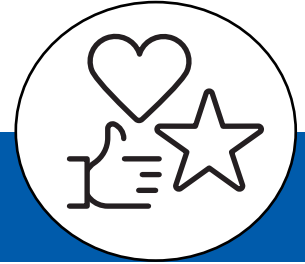
# ALL LAMBTON HERITAGE MUSEUM VOLUNTEERS...



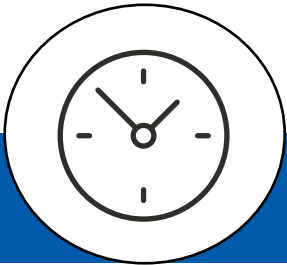
Have an interest in local history



Have an appreciation for museums and artifacts



Abide by the museum's policies and procedures for volunteers



Are reliable and punctual



Provide a successful level of job performance



Are ambassadors of the museum



## NEXT STEPS >>>



Those interested in becoming a volunteer are encouraged to submit a [Volunteer Application](#). All interested applicants will be contacted for screening which may include, but is not necessarily limited to, an interview, police vulnerable sector check, and reference checks.