



COLUMBIA RIVER MARITIME MUSEUM

Curatorial Archives Volunteer

Position Description

Job Title: Curatorial Archives Volunteer

Department Manager: Jeff Smith

Reports to: Education Supervisor and Volunteer Coordinator

Position Duties and Responsibilities:

- Conduct ongoing projects such as data entry, object numbering, object rehousing, document filing, collections inventory, etc.
- Conduct detailed research as requested by Curatorial staff.

Characteristics and Experiences:

- Must be comfortable working independently in quiet environments.
- Must be detail oriented, have excellent organization skills, with a high level of accuracy.
- Must follow detailed instructions around the care and handling of archives.
- Must have basic computer skills and the ability to conduct online research.
- Experience with Microsoft Office Suite.
- General knowledge of databases and software, or the ability to learn.

Additional Qualifications:

- Must be 18 years of age or older
- Must successfully pass a criminal background check
- Must be willing to become a member of the Columbia River Maritime Museum
- Ability to work independently