

Liberty Hall Historic Site Volunteer Job Descriptions 2010

Curatorial Volunteer

The Curatorial Volunteer helps the Curator of Collections to care for the artifacts of LHHS, including the two historic structures. Jobs may include data entry into the Past Perfect museum management software; lifting and moving heavy objects and boxes; and labeling objects and boxes. Curatorial Volunteers work at least one 3-hour shift week on a regular basis. Volunteers work Tuesday-Friday, at a time determined by the Curator. Curatorial volunteers report to the Curator of Collections.

Responsibilities

- Assist the curator with assigned task
- Finish tasks on schedule

Skills

- Able to lift 20 lbs
- Comfortable working in dusty or dirty areas
- Detail oriented
- Self motivated
- Organized
- Willing to learn Past Perfect museum management software
- Easily legible handwriting
- Comfortable working alone

Requirements

- At least 17 years old
- Able to work at least 3 hours each week
- A six month commitment