

Monroe County History Center

Volunteer/Intern Positions

Permanent Collections Intern/Volunteer: Responsible for processing various types of artifacts. Entails data entry, description and arrangement of artifacts, artifact handling and care, and scanning of supporting documentation. Strong research and organizational skills, attention to detail and ability to work independently are required.

Archival Intern/Volunteer: Responsible for Processing documents, books, photographs and other paper-based materials. This position entails organization of recently donated items, as well as processing (description and arrangement) of backlogged materials. Strong attention to detail and ability to work independently needed for this position.

Textiles Intern/Volunteer: Responsible for cataloging, photographing, inspecting and rehousing textiles. Textiles Collection includes historic costumes, accessories, quilts, rugs and more. Prior experience working with textiles a plus but not required. Must have excellent organizational, writing and communication skills.

Exhibits: Assists Exhibits Manager in research, development and construction of new exhibits, and maintenance of current exhibits.

Education Assistant: Works with the Education and Public Programs Manager to research, develop, coordinate, and market programs, maintain the Education Collection and supplies, assist with activities during programs/events and possibly do some outreach.

Marketing/Social Media Design: Assists with management of publicity for events and exhibit openings for the History Center using Facebook, Twitter and Instagram.

Research Library: Volunteer assignments include processing and cataloging paper-based materials using PastPerfect software, processing archival collections, and indexing county records and other local history/genealogical materials. This position also involves assisting visitors with local history/genealogical research. Some projects may require computer skills.

Greeter: Welcome visitors, take admission monies, keep tally of visitors, assist patrons in the gift shop or assist patrons when they bring items to donate. During slow times greeters can catch up on their reading, study or check their e-mail. Greeters may also occasionally have small projects to do.

Office Support Assistant: Provide basic office support to the Membership & Volunteer Coordinator and the Office Manager for tasks such as data entry, copying, assisting with large mailings occasionally filling in for a greeter who is absent and other tasks such as running errands occasionally.