

## Volunteer Job Description

### Archives Assistant

Archives Assistants volunteer in the Archives in a range of collections management, description and public access related duties. Assistants work on preventative conservation of the collection, such as rehousing, boxing and sleeving material into acid-free enclosures, or labeling and numbering collections. Volunteers assist with the description of collections to make material accessible for public research. This can involve such work as the production of visual finding aids for photographs, indexing of reference files, producing inventory lists of records, or researching the history of record creating agencies or individuals. Archives volunteers can also assist with the creation and indexing of oral history recordings or research for public reference enquiries.

#### Activities

- Assist with the indexing and description of archival records.
- Researching individuals, businesses and organizations for the production of biographical sketches and administrative histories.
- Producing visual finding aids for the historic photograph collections.
- Assist to preserve archival material in appropriate acid-free enclosures.
- Conduct oral history interviews with long-time community residents.
- Assist with public reference and research enquiries.

#### Work Site

New Westminster Museum & Archives  
302 Royal Avenue,  
New Westminster, V3L 1H7  
604-527-4640

#### Time Commitment

Two or three hours per week, flexible days and times.  
Thursdays, Fridays or Saturdays, 10:30 am - 4:30 pm.

#### Qualifications:

- Good oral and written communication skills.
- Attention to detail and accuracy.
- Neat handwriting and printing.
- Ability to take direction and follow instructions.
- Ability to work independently.

#### Benefits:

Make a positive contribution to ensure that the documentary heritage resources of the City are preserved and accessible for research, education and enjoyment by present and future generations.

#### Staff Contact:

Colin Stevens, Manager, New Westminster Museum & Archives