

New Westminster Museum and Archives Volunteer Job Description

Archives Assistant

Archives Assistants volunteer in the Archives in a range of collections management, description and public access related duties. Archives Assistants work on preventative conservation of the collection, such as re-housing, 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 writing descriptions 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 research for public reference enquiries.

Activities


In 2013, we especially need volunteers for the following projects:

- Scanning historic photos for the Archives' online database.
- Writing short histories of local people, buildings and organizations.
- Pinning photos to locations for our History Pin project.
- Creating YouTube oral history videos.

Other activities may include:

- Assist with the indexing and description of archival records.
- Researching individuals, businesses and organizations for the production of biographical sketches and administrative histories.
- Producing the historic photograph collections.
- Assist to preserve archival material by re-housing in appropriate acid-free enclosures.
- Assist with public reference and research enquiries.
- Digitizing archival materials.

Training

- Orientation
 - Specific training as needed
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**Work Site**

New Westminster Museum and Archives
777 Columbia Street, New Westminster, BC V3M 1B6

Time Commitment

2-3 hours per week, flexible days and times.
Thursdays - Sundays, 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 ensuring that the documentary heritage resources of the City are preserved and accessible for research, education and enjoyment by present and future generations. Learn about New Westminster history.

Staff Contact

Liz Twaites, Volunteer Coordinator, New Westminster Parks, Culture and Recreation
(604) 519-1023 or ltwaites@newwestcity.ca.

