



Volunteer Position – Birmingham History Center

TITLE OF POSITION: Archives Assistant

SUPERVISED BY: Archives Staff

PURPOSE OF JOB: Assist archives staff with basic archival functions such as processing, preservation, reference, etc. Objective is to assist in increasing availability of research material.

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Photocopying and filing.
2. Maintain proper care and maintenance of all documents handled.
3. Create finding aids (indexes, catalogs, etc.).
4. Data entry.
5. Stamping of documents.
6. Prepare material for preservation work.
7. Attend orientation sessions and complete training readings.
8. Communicate regularly with assigned supervisor as to concerns, issues, or ideas arising from the current project.
9. Participate in reviews within archives of assignments prior to extension, reassignment, or completion.
10. Ensure the goals and policies of the archives and Library are promoted and adhered to.

COMMITMENT REQUIRED:

A minimum commitment of four-five hours per week for a 3-month period is required. Volunteer opportunities will be available Monday - Friday; 9:00 a.m.- 4:30 p.m. There are no weekend or evening opportunities for this position.

QUALIFICATIONS NEEDED:

- Must be age 16 or older
- Basic computer skills and/or good handwriting helpful

- Flexible to changing situation
- Reliable, responsible
- Able to work independently as well as in a group environment
- Able to accept supervision
- Interest in History
- Ability to perform repetitive tasks and detail oriented
- Good organizational skills

TRAINING/ORIENTATION PROVIDED:

Since the duties performed by the Archives Assistants are varied, training and work assignments are both designed to meet the individual requirements of the task to be accomplished. Training is provided on-the-job by the Birmingham History Center staff.

VOLUNTEER BENEFITS:

Knowledge about the Birmingham History Center, and the educational aspects offered to visitors through a variety of programs/exhibits; invitations to special events; volunteer appreciation programs; free parking; free admission to the museum for you and your immediate family; work with original and unique historical documents.