

**Curatorial & Archives Assistant  
Volunteer Role Description**  
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**Summary:** Under the direction of the Head Curator, the Curatorial and Archives Assistant is responsible for cataloguing, preserving, researching, and exhibiting the Museum's artifact collections. Volunteers make an amazing contribution to our Museum and assist in achieving our vision, mission, and goals.

**Supervisors:** The Head Curator

**Time commitment:** Weekdays between 9:00 am and 5:00 pm. A minimum commitment of one shift per week is required.

**Responsibilities may include, but are not limited to:**

- Cataloguing artifacts, documents, and photographs in the museum's database, using archival standards.
- Taking visual records of photographs, archival documents, and artifacts.
- Responsible for the proper maintenance, handling, and storage of artifacts.
- Maintaining electronic database on computer and conducting periodic data backups of archival files.
- Maintaining archival and donation records.
- Assisting with preventative conservation measures.
- Responding to requests from the public for historical information and photographs.
- Assisting the Head Curator with exhibit maintenance and development.

**Requirements for this position:**

- Post-secondary education in history, museum, or archival studies.
- Previous experience working in a museum or archival setting.
- Familiar with museum and archival best practices.
- Knowledge of PastPerfect museum software and Microsoft Office.
- Possess basic photography skills.
- Strong record-keeping, data-entry, and organizational skills.
- Knowledge of local aviation history.

