

# COLLECTIONS INVENTORY VOLUNTEER

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*Collections Volunteer Position is accountable to the Archivist or Museum Manager. All work and changes to the Collection MUST be pre-approved by them, or designated person.*

## DUTIES INCLUDE

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- Creating Lists and Descriptions of artifacts including measurements when needed, location, and condition.
- Assist with the re-shelving or storage of artifacts. This can include installing new shelving units (help will be provide if needed), creating artifact mounts, and listing artifacts within their new locations and ensuring that this is updated onto a database.
- Photographing or Scanning Artifacts when requested.
- Identification of artifacts that may have been damaged.

## EXPERIENCE

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- Some experience in Museums, Libraries, Archives or Antiquities is considered an asset

Please contact Bete Way at [treasurer@quaco.ca](mailto:treasurer@quaco.ca) or cell 905-691-9933 or David Hinton at [secretary@quaco.ca](mailto:secretary@quaco.ca) if you have any questions.