



Specific Volunteer Opportunities

Collection Cataloging Volunteer (4-8 hours/week)

- Catalog and inventory the artifact collection, including entering information into a web-based cataloging system. Must be comfortable with data entry into a web-based interface. Will be trained on proper handling of historical artifacts

History Researcher (hours will vary)

- Research and write about Everett and Snohomish County history specifically for exhibition topics

Programs Volunteer (4-6 hours/week)

- Coordinates volunteers for events, including booth staffing, setup and take-down as needed
- Helps prepare for programs by picking up materials, research, reservations, and other duties as assigned

Social Media Volunteer (6-8 hours/week)

- Works with programs manager to research, schedule, and respond to social media posts following the Museum social media guidelines



General Volunteer Opportunities

Collections:

- Department: Curatorial
- Activities: Collections Volunteers assist with the care and maintenance of objects in the Museum's collections. This may include computer-based cataloging, digitization of archival materials, photography of artifacts, inventory, and collections related research.
- Hours: Varied, Wednesdays & Thursdays 10 - 2, research may be performed remotely
- Requirements: Specific training is required for collections volunteers and may include proper handling of artifacts, computer training on our collections management system, packaging and storing of artifacts, and artifact exhibition preparation.

Exhibition

- Department: Curatorial
- Activities: planning, building, preparation, installation; Volunteers may be involved in researching details for planned exhibition topics, conceptualizing exhibition layout, preparing artifacts for exhibition, as well as other preparation and installation tasks.
- Hours: Varied and flexible
- Requirements: Specific training, direction, or education is required and will vary based on project.

Public Programming:

- Department: Curatorial
- Activities: Coordinates volunteers for events, including booth staffing, setup and take-down as needed. Helps prepare for programs by picking up materials, research, reservations, and other duties as assigned. Works with programs manager to research, schedule, and respond to social media posts following the Museum social media guidelines.
- Hours: Varied depending on program
- Other: Brainstorming sessions for programming ideas.
- Requirements: Specific training, direction, or education will vary based on project. Social media experience is helpful.



Marketing:

- Department: Curatorial / Administration
- Activities: Marketing volunteers may assist with social media posts including blog posts, website maintenance, and design of collateral materials.
- Hours: Varied depending on needs, some tasks can be performed remotely
- Requirements: Direct experience with various social media platforms, web development & design skills, or Adobe Creative Suite or other graphics design a benefit.

Information Technology:

- Department: Curatorial / Administration
- Activities: Information technology volunteers may assist with server maintenance, CollectiveAccess database, network connection, exhibition technology, software maintenance or general information technology assistance.
- Hours: Varied depending on program
- Requirements: Direct experience in information technology is required.

Administrative Volunteers (primarily after opening):

- Department: Administration
- Activities: Once the Museum open, Administrative Volunteers will assist primarily with greeting visitors and office related projects, but also may work at the ticket desk, museum store and help with other Museum programs and projects.
- Hours: Work is available during normal business hours during the week and weekends, and special projects at other times.
- Requirements: Specific training is required for point-of-sale transactions and museum store supervision.

Docent (after opening):

- Department: Administration
- Activities: Once the Museum opens, docents will conduct tours for visitors of all ages, including children, teens, adults, and seniors, and assist with other Museum programs and projects.
- Hours: Docents may work weekdays and/or weekends.
- Requirements: Training will be required based on exhibition content as well as general customer service and visitor etiquette training.