



Volunteer Position: Broomfield History Collections- Summer Museum Student Apprenticeship

Reports to: Broomfield History Collections, Elizabeth Beaudoin , Curator

Position Description: [History Collections](#) volunteers will work with historic artifacts and gain hands-on experience in researching, cataloging, digitizing and making the history collections accessible to the public. This position is invaluable for those who wish to gain experience in future career fields such as museum studies, library science, historic preservation, art history, public history and non-profit management.

Duties and Responsibilities:

1. Volunteer for a minimum of 10 weeks between May -Aug. Each shift will be a minimum of 4 hours with time slots on Wednesdays from 1 p.m.-5 p.m. and/or Fridays from 9 a.m.-1 p.m.
2. Work with the museum database software CatalogIt. Apprentices will research and write object descriptions for the database.
3. Have the opportunity to design your own pop-up exhibit to be displayed at the Mamie Doud Eisenhower Library throughout the year and help choose material for Creative Broomfield's throwback Thursday social media posts.
4. Must be able to update your information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
5. Must complete a background check.

Qualifications: No experience is necessary, but applicants should have an interest in history, museums or libraries. Must be capable of using a computer, ability to work with minimal guidance and be self-motivated as well as flexible. Should be organized, dependable and detail-oriented. Must have excellent written and verbal communications and the patience to work on repetitive tasks. Willing to follow the policies and procedures of the City and County of Broomfield and the Broomfield Depot Museum. This position will be indoors and mostly seated at a computer.

Training Provided: Must attend required orientation and training in May.

Benefits for the Volunteer: Incredible self-growth from training and gaining experience that often doesn't happen until after college! Learn about your community's history while also giving back to that same community. This is also a great opportunity to gain reference letters for future job opportunities.

How to Apply: Please submit a one page letter to Elizabeth Beaudoin, EBeaudoin@broomfield.org, on why volunteering with the Broomfield History Collections interests you and what you hope to learn while working with us this summer. Please also indicate the time slot(s) in which you would be interested.