



Volunteer Position: Broomfield History Collections Volunteer

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 learn more about Broomfield History and/or 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. Working with the museum database software CatalogIt, volunteers will research and write object descriptions for the database.
2. Must be able to update information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
3. Must complete a background check.

Qualifications:

No experience is necessary, but should have an interest in history, museums or libraries. Must be capable of using a computer, ability to work with minimal guidance and is 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:

Museum staff will train new volunteers on the software CatalogIt, scanning photographs and documents, and editing files.

Reports to: History and Museum Curator, Nikki Walsh.

Benefits for the Volunteer:

Learning about your community's history as well as providing for your community.