

Volunteer Role Description



Title	Collections
Main purpose	This is a stand-alone project that aims to help catalog our collection of artifacts.
Duties & tasks	<ul style="list-style-type: none"> • Learn and use museum-based skills including delicate object handling, operating curatorial computer software, and scanning historical documents • Working directly with our Collections Manager, the volunteer will record and attach detailed information to historical artifacts • Complete entry of cataloged information into our database • Help organize our artifacts into a logical and organized structure • Possibility to transcribe historical interviews and photos
Location	Our Museum and Geoscience facility is housed within the Canmore Civic Centre, an architectural focal point and community hub, which is located in the heart of Canmore.
Approx. time and duration	The museum is open Mon-Fri (noon-4:30 p.m.) and Saturday-Sunday (11-4:30 p.m.). The shift duration and time of arrival will be scheduled at your discretion.
Training and introduction	All volunteers will be given specialized training and participate in “New Volunteer Orientation”. Background information will be provided where necessary.
Useful skills and traits	<ul style="list-style-type: none"> - A genuine interest in local history, community, and people of all ages - Confident in a busy work environment - Ability to learn quickly and a willingness to study necessary material - Open-minded, and tolerant and respectful of others’ point of view - Strong attention to detail and the ability to focus for extended periods of time - Be responsible, reliable, and present a professional appearance - Ability to carry out unsupervised tasks
Benefits of volunteering	<ul style="list-style-type: none"> • Behind the scenes access to our collections • Satisfaction of providing valuable community service • Recognition and gratitude, a free membership, and discounts at our gift shop • Gain new skills and experiences, and improve your resume • Make new friends and meet people from around the world • Invitations to parties and members only events
Other information	<p style="text-align: center;">All equipment and materials will be provided.</p> <p style="text-align: center;">A pre-screening interview is required.</p>
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