

Job Description for Volunteer Museum Assistant

Essential Skills:

- Availability on a regular and consistent basis
- Computer literacy and keyboarding
- Word processing
- Organizing and filing

Desirable Skills (we can train, if necessary):

- Scanner operation
- Dictation from recorded audio or video material
- Database report generating
- Simple craft skills

Tasks:

- Entering Accession data, with advice from Curator
- Entering Catalog records, with advice from Curator
- Preparing Deeds of Gift, Loan records and Letters of Thanks
- Entering and updating Inventory locations
- Scanning photos and documents
- Maintaining digital and paper files
- Assisting with display preparation

Persons interesting in learning more, or applying for the position should contact:

***The Museum of Ashe County History, Inc.
301 East Main Street
PO Box 1404
Jefferson, NC 28640***

336-846-1904