



NAVY MUSEUMS NORTHWEST

Naval Undersea Museum & Puget Sound Navy Museum

Volunteer Job Description

Position: Collections Volunteer

Supervisor: NMNW Volunteer Coordinators and Collections Managers.

Objective: Assist the Collections Manager with processing, cataloguing, and re-housing artifacts in the collection

Responsibilities:

- Write Condition Reports for individual artifacts, may include photographing of artifacts
- Inventory artifacts
- Assisting with organization of the Collections Storage Area, may include the handling artifacts
- Re-housing of artifacts in approved Archival materials

Qualifications:

- In interest in history, research, or the US Navy.
- Ability to follow precise instructions
- Attention to detail
- Prefer a background in artifact handling, inventory, historical research, or Library or Archival experience

Training: NMNW staff will provide general orientation and any content specific training needed.

Requirements:

- Attend all provided training
- Pass a basic background check
- Commit to a minimum of one 3 hour shift per week for at least 6 months

The Next Step: Return a completed application by dropping it off or mailing it. The Volunteer Coordinator will contact you to discuss matching your skills and interest with museum needs. Thanks for your interest in Navy Museums Northwest. We look forward to working with you.

Mailing Addresses

Naval Undersea Museum

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Puget Sound Navy Museum

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