



Collections Volunteer Opportunities at the Harvard Historical Society

Collections Volunteers will work with and under the direction of Collections Manager Samantha Grantham

Times available: make your own hours between 10-5 Tuesdays, some Sundays 1-4

Come try it out! All training is provided. A fun way to learn about your town, and make a difference protecting history and making sure access is available to all!

Volunteer Opportunities

- **Archives Assistant** - As we overhaul the Archives Room and update locations volunteers are needed to help put like items together and look for duplicates, help make finding guides for boxes or map drawers, cabinets and notebooks. Dust and sweep as needed. This volunteer opportunity requires no previous knowledge about archives but does require bending and lifting of up to 20 pounds, some ladder work, and a sense of humor.
- **Archival Inventories** - This job is tangential to the Archives Assistant job - as this room gets sorted, inventories need to be created for what is in what location - this can be shelf level box level or notebook level. All training provided. This job can be done sitting down in the Curator's Quarters and requires limited lifting. Fantastic handwriting, or typing skills are a must. Attention to detail needed. This job can be done with a friend! Bring a friend! Enjoy sorting through a box while learning about local history at the same time!
- **Data Entry** - Work with our collections database updating information. All training provided. Detail oriented, focused work that requires multiple breaks to assure accuracy. Seated work, no lifting. This job is important for our visiting researchers, our website, our programs, our facebook page, etc. Good data entry makes a GREAT experience for the public. Although this volunteer position requires no previous knowledge, previous work in databases is useful.
- **Textile Volunteer** - work with our textiles organizing the storage room, and updating data and locations. All training provided. Group project, so bring a friend or two! Bounce ideas off one another and split the work (and sometimes lifting and/or overhead work). Some simple sewing required. Training on object handling and photography will start this project.

- **Photo Cataloger** - Identify and describe photographs in the collection with names and locations. This position would be great for a person with local knowledge of people and places in Harvard. Seated work position. Bring a friend! All training provided.

Contact SamanthaGrantham@gmail.com or Curator@HarvardHistory.org
with your interest and availability