

Volunteer Position Description



Position Title:	Registration Volunteer
Department:	Registration
Reports to:	Registrar
Primary Purpose:	The registration volunteer will assist the registration department with administrative tasks related to the department's record-keeping and organization.
Main Functions:	<ul style="list-style-type: none"> • Draft letters and documents from templates regarding the museum's art collection, exhibitions, and loans for registrar's review • Create new files for collection objects, exhibitions, and loaned artworks • Assist with filing legal and archival documents for long-term preservation • Scan collection documents into digital archive • Assist with collections database input, including uploading scanned documents, and enhancing existing object records with descriptions and other information.
Qualifications:	<ul style="list-style-type: none"> • General clerical experience required. Microsoft Office experience required. Database experience preferred. • Must possess good organizational and oral/written communication skills. Must have precise attention to detail, and ability to perform assigned tasks independently and report progress to supervisor.
Time Commitment Requirements:	<ul style="list-style-type: none"> • 2 – 4 hours on a pre-determined day each week
Training:	<ul style="list-style-type: none"> • One hour orientation on CMA regulations • Training will provided by volunteer supervisor. Depending on assigned tasks, the volunteer may gain experience with TMS (The Museum System) collections database, and Trello web-based project management system.
Environmental Conditions (e.g., office, gallery, indoors or outdoors):	Position will be based in an indoor office environment. Task assignments may also occur within museum galleries and preparatory areas.
Physical Requirements:	Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the day. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.