Archaeology Archives Assistant

VOLUNTEER POSITION

Burke Department: Archaeology
Supervisor: Assistant Archaeology Collections Manager
Term: June 2019; ongoing with 3-month probationary period.

Position Overview: The Archaeology Department houses and cares for more than one million objects and related field records from around the world, although our research and exhibits focus on cultural materials from the Pacific Rim, and primarily the Pacific Northwest. The Archives Assistant will be part of our inside-out experience with the public and will assist with the care of records such as field notes, maps and images under the direct guidance of the Archaeology Assistant Collections Manager and Collections Manager. Tasks include: inventory, rehousing, labeling, cataloging, photographing, and storing archaeological records by type, along with explaining these tasks to the public in an engaging and respectful way.

Key Responsibilities: Perform suite of desired archaeological records management tasks in an extremely careful, organized, thoughtful and respectful manner. Engage in conversations with the public about the curation work we do, and be able to respond to general, relevant archaeological questions.

Training and Support: Volunteers will learn our curation and archival standards and guidelines, including the Burke's lexicon and cataloging structures, inventory procedures, and our barcoding system.

Commitment: Volunteers should be able to commit at least 12 hours per month for a one-year period to this role. Volunteer shifts must be three hours or more per day and are available weekdays and weekends between the hours of 9:30am and 5pm. Please note: Volunteers will be held in a probationary period during the first three months.

Essential Skills and Qualifications: Due to the nature of our collections and our new inside-out approach, our department requests certain skills and training. Experience with archaeological field methods, proficiency with the Microsoft Office Suite (particularly Word and Excel), experience with museum database software - preferably PastPerfect Museum Software, strong attention to detail, and ability to work in a dynamic environment with people of all ages, backgrounds and skill sets. Training in safe records handling a must. Successful volunteers should be passionate about engaging with the broadest possible public audiences, be reliable and responsible with their schedule, and demonstrate strong communication and listening skills.

Desired Skills and Qualifications: We value the different backgrounds and cultural experiences volunteers may bring to this role. Desired skills include a knowledge of Pacific Northwest archaeology and experience with diverse communities, as well as a commitment to inclusion, diversity, equity and accessibility.

Have questions about this role? Contact burkevol@uw.edu.