

Burke Box Support

VOLUNTEER POSITION

Burke Department: Education; Burke Box Program
Supervisor: Burke Box Manager, Assistant Director of School and Teacher Programs
Term: October 2020; ongoing
Min. Age: 18

Position Overview: The Burke Box program needs your help to continue offering quality, hands-on learning experiences to the students of Washington state! The Burke Box program serves over 20,000 PreK-12 students throughout Washington state every year. Burke Boxes are portable kits of museum-quality objects and artifacts, as well as lesson plans and activities that can be tailored to all ages and interests. With topics ranging from culture to earth and life sciences, our 18 Burke Box titles support classroom curriculum and highlight the natural world and Washington's cultural heritage. This volunteer position will support the updated Burke Box sanitation procedures and quality assurance measures developed and implemented during the museum closures to protect staff and clients while still delivering excellent content.

More information on Burke Boxes can be found on our website at:
<https://www.burkemuseum.org/education/educators-and-schools/burke-boxes>

Key Responsibilities:

- Assist in maintenance and delivery of Burke Boxes including checking in returned Burke Box rentals, sanitizing boxes and contents after quarantine, and preparing outgoing boxes for pickup or shipment;
- Transport boxes between loading dock cages and Education Workroom, and vice versa, as needed;
- Assist with preparation of teaching materials and possibly collection pieces for use in Burke Boxes;
- Potentially provide support for Burke Box curriculum development; this may include editing written resources for a box or preparing final layouts of program resources in Adobe InDesign templates.

Training and Support:

- Initial virtual training session with the Burke Box Manager
- Continued onsite support from the Burke Box Manager and Education staff

Commitment:

- Onsite commitment
- 2.5 hour shifts on Tuesdays; at least one shift per month required.

Essential Skills and Qualifications: To be successful in this role a volunteer must:

- Exhibit a high degree of initiative, flexibility, and ability to work both independently and in a team environment;
- Uphold the institution's commitment to equitable and inclusive practice;
- Have strong attention to detail and excellent organizational skills.

Desired Skills and Qualifications: We value the different backgrounds and cultural experiences volunteers may bring to this role:

- Interest in museum related content areas such as paleontology, geology, life sciences, culture, or education;
- Interest in education and educational resources, particularly for PreK-12 students;
- Cultural experience and/or knowledge relevant to Burke Box titles and contents

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