

Fort Sackville Foundation

Archivist—Volunteer Position Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer Archivist will:

- report to the FSF Executive Committee and work collaboratively with the Curator, the FSF executive and other coordinators.
- lead the Archives Team by developing a work plan for the team and assigning members to manage specific projects within the plan.
- recruit and welcome volunteer members to the Archives Team.
- share responsibilities with others who are part of the team.
- adhere to all policy and procedures approved by the FSF.
- examine, with the assistance of the Archives Team, all documents (digital and print, including photographs, maps) and artifacts for potential accession in accordance with the FSF Collections Management policy and procedures.
- ensure that artifacts, photographs and documents borrowed for the purpose of duplication, display, or study are held by FSF in good and safe condition and returned to owner as per agreement with the donor.
- maintain database of artifacts and archival material with visual and textual description and location of each item in the FSF collection.
- appraise and recommend any items which should be disposed as unsuitable for the FSF collection or offered to another museum (de-accessioned).
- receive and record notifications regarding movement of artifacts from one location to another within or outside Scott Manor House from the curator, staff, and volunteers.
- assist the Curator in locating, identifying, and describing any items chosen for public viewing.
- ensure that the proper documentation is completed for the FSF loaning or borrowing artifacts and the documentation is kept on file.
- periodically review procedures, policies and recording forms to ensure that the FSF collection is retained and used in accordance with best practices and standards.
- assist researchers and visitors to locate and appreciate archived materials.
- prepare an estimate of expenses for the annual budget deliberations.
- participate in orientation of summer staff.