



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Archivist
--	--	---------------------------------

Position Title: Archivist

Description/Purpose of Assignment: Archivists acquire, manage and maintain documents and other materials that have historical importance for the Feather River Rail Society under the direction of the Historical/Archive Department Manager.

The Archivist reports to the Historical/Archive Department Manager.

The archivist may instruct and/or supervise any other members assigned to the Historical/Archive Department as needed.

This position is vital to the museum and requires patience and strong attention to detail.

List of Tasks:

- Organize archival records and develop classification systems to facilitate access to archival materials
- Prepare archival records, such as document descriptions, to allow easy access to information
- Preserve records, documents and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary
- Research and record the origins and historical significance of archival materials
- Assisting in exhibit preparation and moving equipment when needed
- Evaluate records for preservation and retention - some may be fragile and need careful handling, repair or conservation
- Arrange the acquisition and retrieval of records
- Catalogue collections and manage information and records

Archivist must study carefully and fully observe all procedures, rules, bulletins and regulations related to their duties.

The archivist works closely with other departments, special event coordinators, the general superintendent and others to coordinate the needs of these various departments and their activities.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	1	12/30/2017	Page 1 of 3

Archivist Position R 1 12-30-2017



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Archivist
--	--	---------------------------------

Outcomes/Goals: The volunteer will know the assignments of an archivist and will have performed them successfully according to acceptable Historical/Archive Department policies and procedures. A significant part of the archivist assignment requires handling of documents and materials based on proper, courteous and safe operation.

Training: All volunteers are required to attend the volunteer training.

The Museum Volunteer Manager or General Superintendent will supervise all volunteers; however, an experienced volunteer may assist/lead in orientation and training.

Reporting: All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time. The department manager or FRRS President may request additional reports, such as progress reports.

Time Commitment: WPRM prefers that each volunteer agree to a minimum number of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

Qualifications Needed: Archivist candidates should possess an attention to detail and enjoy handling large responsibilities and interacting with the general public.

As an archivist, you will need to:

- liaise with donors and depositors of archives;
- respond to enquiries from members, members of the public and other users;
- advise users on how best to access, use and interpret archives.

Previous experience will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required.

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017	1	12/30/2017	Page 2 of 3

Archivist Position R 1 12-30-2017



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Archivist
--	--	-----------------------------

The ability to write neatly and legibly is preferred.

There is one class of the Archivist position:

1. Archivist

Other documents:

- Historical/Archive Department Policies and Procedures

EFFECTIVE DATE	REVISION NUMBER	REVISION DATE	PAGE
12/31/2017 Archivist Position R 1 12-30-2017	1	12/30/2017	Page 3 of 3