



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Historical/Archive Department Manager
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Position Title: Historical/Archive Department Manager

Description/Purpose of Assignment: The historical/archive department manager is responsible for the Historical/Archive Department to manage and maintain documents and other materials that have historical importance for the Feather River Rail Society.

The archive department manager instructs, supervises and maintains the FRRS historical/archive department.

The historical/archive department manager creates and maintains accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology. The role includes locating new materials and directs their acquisition and display.

Archives may include books, papers, maps, plans, photographs, prints, films, artifacts, materials, computer-generated records and items of equipment to meet the FRRS Mission Statement.

Archive users include members, researchers, academics, other professional staff and the general public.

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

The archive department manager reports to the FRRS President.

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
- Direct activities of workers who assist in arranging, cataloguing, exhibiting and maintaining collections of valuable materials
- Evaluate records for preservation and retention - some may be fragile and need careful handling, repair or conservation

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- Arrange the acquisition and retrieval of records
- Catalogue collections and manage information and records
- Establish and administer policy guidelines concerning public access and use of archive materials

The historical/archive department manager shall acquire, manage and maintain documents and other materials that have historical importance for the FRRS and its mission statement. A large part of the work is related to making information accessible to users, increasingly in digital format.

The historical/archive department manager must ensure that subordinates are familiar with their duties and ascertain the extent of their experience and knowledge of the procedures, instruct them if necessary, in the proper performance of their work and caution them as to its risks.

The historical/archive department manager must understand, perform carefully and fully observe all procedures, rules, bulletins and regulations related to their duties.

The historical/archive department manager works closely with other departments, special event coordinators and the general superintendent to coordinate the needs of these various departments and their activities.

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

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.

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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 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: Historical/Archive department manager candidates should possess an attention to detail, enjoy handling large responsibilities, interacting with the general public and possess strong leadership skills.

The historical/archive department manager:

- evaluates records for preservation and retention - some may be fragile and need careful handling, repair or conservation
- arranges the acquisition and retrieval of records
- catalogues collections and manage information and records
- prepares record-keeping systems and procedures for archival research and for the retention or destruction of records
- act as liaison with donors and depositors of archives
- responds to enquiries from members, members of the public and other users
- advises 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.

The ability to write neatly and legibly is preferred.

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There is one class of the Historical/Archive Department Manager position:

1. Historical/Archive Department Manager

Other documents:

- Historical/Archive Department Policies and Procedures

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