



Rideau Canal Museum

Volunteer Position Description

Artefact Collections

Purpose of the Role:

- To collect and manage artefacts of Rideau Canal related items
- To network with other like museums to expand the RCM's artefact base
- To develop, keep current artefact database

Location:

- At the RCM, Smiths Falls

Duties and Responsibilities

- Catalogue artefacts
- Data entry (paper to e files)
- Care and maintenance of artefacts
- Arrange, manage artefact storage and displays
- Network to seek out new artefacts

Time Requirements:

- 2-3 hours per week
- Year round

Skills and Qualifications Required

- Volunteer must have an avid interest in local history, canal history, museum operations
- Proficient in use of computers including database entry and maintenance
- Must have good space management skills

Benefits:

- Volunteer will develop/expand collection of artefacts relevant to canal history to bring new knowledge to the canal to area visitors and residents
- Volunteer will develop expand skills in computer dbase use, networking
- Volunteer will be part of the World Heritage Site promotion,
- Allows RCM to improve its community profile/niche in community
- Allows for education of the general public re: significance of Rideau Canal and World Heritage Site

Orientation and Training

Provided by the RCM Manager or volunteer co-ordinator:



Rideau Canal Museum

- Familiarization of the museum, policies, programs and procedures
- Tour of the museum and its facilities
- Training on volunteer policies and procedures
- Exposure to artefacts, network of potential artefact suppliers
- Computer training on data base and cataloguing

Level of Screening Required

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed
- Criminal Records Check

Supervision

- To be provided by RCM Manager

Safety Considerations/Precautions

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed:

March 2010

Date reviewed/revised: