

Toledo Museum of Art

Volunteer Job Description

Title: Library and Archives (Volunteer)

Department: Visitor Experience

Reports to: Visitor Experience Supervisor

FLSA Status: N/A, Volunteer Position

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Commitment: As Needed (An active volunteer is required to do a minimum of 36 logged hours per year in any one job or a combination of jobs.)

Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus.

And thanks to the benevolence of its founders, as well as the continued support of its members, TMA remains a privately endowed, non-profit institution and opens its collection to the public, free of charge.

SUMMARY

Various departments occasionally have opportunities for volunteers to lend their administrative support and skills to help with general office tasks such as making phone calls, copying or scanning documents and records, and more. The following key accountabilities are examples of some of the tasks most often required in the Library and Archives. Volunteers will be assigned to tasks based on a combination of prior skill and interest.

KEY ACCOUNTABILITIES

- Provides assistance with various general office projects including organizing, cataloging library materials, taking inventory, and general office tasks.
- Works with staff to complete labor-intensive tasks such as sorting, filing, and shelving books and archival material, etc.
- Archives digitization: scanning and creating metadata for scans.
- Recording historical information through data entry.
- Other duties—such as special projects—may be assigned as needed and based on skill.

RELATIONSHIPS

- Reports to the Head Librarian or Archivist during a shift. Ultimately reports to Visitor Experience Supervisor.
- Works with TMA staff, volunteers, and Library visitors.

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES

- General office procedures and protocol.
- Ability to follow written and verbal instructions.
- Ability to work independently without direct supervision.
- Strong attention to detail.

EDUCATION AND EXPERIENCE

- Training is on the job, as required. Experience or interest in Museum Studies, Library Science, History, Art History, and/or Collections strongly desired.

WORK ENVIRONMENT

While performing the duties of this job, the volunteer is regularly required to talk and hear, possibly stand or sit for long periods of time, walk, climb up or down stairs. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level when performing the duties of this position is generally moderate.

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Toledo Museum of Art provides equal opportunity for volunteering to all qualified applicants. No person shall be discriminated against on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all volunteers and employees are treated equitably and given the opportunity to achieve their full potential in the workplace.