

Volunteer or Intern to Document the Collections of the 1950s Park Forest House Museum. For IMLS Museums of America Collections Stewardship Grant Oct. 2013-Oct. 2015.

- Fluent in English language.
- Able to take detailed instruction and training.
- Able to read detailed information.
- Able to type detailed information into appropriate categories in the PastPerfect template.
- Able to type with sufficient speed and accuracy.
- Possess clear handwriting for marking collections with accession numbers.
- Works well in a group project, with sufficient communication and feedback skills.
- Able to commit four hours per week for up to 50 hours per week, **for two years**. We realize this may be difficult, and are willing to work with volunteers or interns who can offer smaller time commitments, for less than two years. We still very much need for volunteers to be able to give a number of hours, to return our investment in training.
- Able to discern importance of the collection to researchers' needs over time, and to extract appropriate details from the records which will aid volunteers and researchers in connecting with collection materials.
- Works independently, or with others as required.
- Able to communicate well with lenders or their heirs to clarify status of old loans.
- Diplomacy and etiquette sufficient to deal with donors or their heirs.
- Able to draft letters to accompany donor forms, and able to address envelopes.
- Able to develop an Excel chart to track communications and progress.
- Works independently, but under supervision of the Museum Director, Archivist.
- Perform other related duties as assigned.
- For intern candidates, currently enrolled in a History, Library Science, Archival or Museum Studies program. Or for a combination of Intern and volunteers.

These are volunteer positions, with no benefits, except for the experience gained. The Park Forest Historical Society is a drug-free workplace. Transportation must be provided by the volunteer/intern. Public transportation in Park Forest is limited and does not stop near the Archive Office.

The collection work will be done in the 1950s Park Forest House Museum, 141 Forest Blvd in Park Forest, IL 60466, and in the Archive Office of the Society, in St. Mary's Catholic Church, 227 Monee Road, Park Forest, IL 60466. **Some**

collection work may be done on the intern/volunteers' laptop and transferred to the Archive computer via thumb drive or email. All data entry into PastPerfect will be done in the Archive Office.

Those interested in applying for volunteer collection work and data entry should call Jane Nicoll, Archivist, at her home, 708-481-4252; or email her via the website at www.parkforesthistor.org.

See also **Volunteers for Accessioning of Collection and Data Entry into PastPerfect Collections Maintenance Database.**

jn 10-17-2013