



Title: Collections Volunteer – Works on Paper Inventory

Reports To: Collections Manager & Registrar

Time Commitment: 8-10 hours per week at the most, with flexible scheduling. Volunteers need to be available for at least 3 months.

Summary:

The Academy Art Museum seeks detail-oriented volunteers to assist the Collections Manager and Registrar with an inventory of the Museum's works on paper collection. This position offers hands-on experience in collections care while supporting the Museum's mission to preserve and document its holdings. Prior experience with museum collections is appreciated but not expected, as volunteers will be trained in how to safely handle artwork and record information.

Responsibilities:

- Assist staff with organizing, reviewing, and recording works on paper.
- Follow detailed instructions from the Collections Manager and Registrar to ensure accuracy in documentation.
- Handle collection materials with care under staff supervision.
- Record information clearly and accurately in inventory logs.
- Support basic collection care tasks as assigned.

Qualifications:

- Ability to follow strong direction and adhere to established procedures.
- Good attention to detail and accuracy.
- Ability to stand for extended periods, move bulky materials safely, and use a small ladder when necessary.
- Reliability and willingness to work as part of a team.

Time Commitment:

- Flexible scheduling, coordinated with the Collections Manager and Registrar.
- Volunteer shifts typically occur during regular museum hours.
- Volunteers need to be available on a relatively consistent basis for at least 3 months. This is a long-term project.
- Volunteers can decide how many hours per week they plan to be present, but no more than 8-10 per week.

Benefits:

- Gain hands-on experience in museum collections work and art handling.
- Get up close and personal with the artwork!
- Contribute to the preservation and stewardship of the Museum's collection.
- Work closely with professional staff in a supportive environment.

Interested persons should provide a short letter of interest. Please include your expected availability, including how many hours and what days of the week you expect to be able to volunteer. **Send letters of interest or questions to Bianca Scialabba, Collections Manager and Registrar, at registrar@academyartmuseum.org.**