





Possible Projects and Tasks :

- Assist with heightening social media presence and campaigns including historical research
- Conduct oral history interviews
- Assist with oral history interviews by acting as videographer
- Assist to organize, prepare, install, deinstall, and write interpretive text for historical displays
- Assist with processing and describing donations
- Data entry enter archival information in museum software database
- Data migration hands on work with oral history interviews to transfer analog data to digital formats
- Clerical work, such as photocopying and filing of intuitional and archival materials
- Design promotional materials for agency events and fundraising
- Assist with rehousing objects and collections within the archive by building custom boxes and sleeves for archival materials
- As needed opportunities artifact and event photography, special events receptions, outreach activities, help with mailings and other light office tasks

The above list is not exhaustive or comprehensive. Projects can and will be individualized based upon interests and skill sets of each volunteer, as well as the needs of DJHS

Requirements and Qualifications:

- In-progress Zoske in history, Jewish studies, archives, library science, or related field
- Excellent organizational skills and attention to detail
- Willingness and desire to learn about archival practices
- Proficiency with Microsoft Office necessary
- Strong written and verbal communication skills
- Commitment to effective time management

Requested Materials:

- Cover letter please include any projects or interests you would like to explore
- Resume
- Completed volunteer application

For further information, questions, or comments, please contact:

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