

# ChicagoHistoryMuseum

## **Volunteer Project Description** Catalog Record Data Entry Assistant

**Supervisor:** Nahoko Green, Collection Automation Manager

**Objective:** Work with Collections Department staff to convert existing artifact catalog information from paper records into electronic format; create accurate electronic records for decorative arts, paintings, sculptures, costumes, architectural objects, and other artifacts.

**Responsibilities:** Create new object catalog records in Microsoft Access or STAR collection management system from information on artifact catalog sheets; update existing catalog records in STAR from information on artifact catalog sheets; apply vocabulary control using standard and/or local thesauri; maintain existing catalog records in STAR based on CHM cataloging standards and practices; create/update donor information records in STAR.

**Qualifications:** Interest in cataloging historical and art objects; facility with Microsoft Access and Word. Good communication and organizational skills; good typing skills; ability to pay attention to detail; ability to work independently; knowledge of controlled vocabulary and museum automation systems a plus.

**Final Product:** New and enhanced object records in STAR; new and updated donor records in STAR.

**Dates of Project:** On-going

**Time commitment:** At least 4-8 hrs. per week for at least 3 months; hours must occur on any weekday. Our collection is very large, and the conversion project will be underway for the foreseeable future.

**Application Deadline:** We are currently accepting applications for this volunteer opportunity.

### **How to Apply**

- complete a volunteer application form, which can be found online at <http://www.chicagohistory.org/aboutus/jobsvolunteering/volunteering>
- include a resume outlining your educational, professional, and volunteer experiences or a one-page biographical statement

Every effort is made to match the skills and interests of prospective volunteers with the needs and priorities of the department and the institution overall. Applications

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are encouraged from African American, Asian American, Latino, and Native American applicants.