

CHICAGO HISTORY MUSEUM
VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Photography & Imaging Volunteer

DEPARTMENT: Collections

STATUS: Non-employee.

POSITION SUMMARY: The volunteer will assist photo lab staff with digitization and metadata projects.

Note: this position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

CHM VALUES:

- Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: Strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: Is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: Contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: Fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

POSITION SPECIFIC DUTIES:

- Scanning film, glass plates, prints, and other 2D collections materials.
- Retouching and preparing files for digital archives.
- Metadata creation and improvement.

Note: it is fundamental that the volunteer's work serve a civic, public, charitable or humanitarian purpose.

REPORTS TO: Photo lab staff

WORKING RELATIONSHIPS:

Volunteer works closely with Rights and Reproductions Department staff and other members of Collection Department staff as necessary.

QUALIFICATIONS:

- Required: Experience working with Photoshop (preferably CS5), including image correction and retouching.
- Required: Experience with flatbed scanning (preferably Epson, SilverFast).
- Preferable: Experience working with databases and/or digital assets management systems (preferably Extensis Portfolio, Adobe Lightroom).
- Preferable: One year of experience working in a museum, library, or archives setting.
- Preferable: Understanding of traditional photographic processes and terminology.
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

Time frame is flexible but must fall within the Monday through Friday 9AM-5PM schedule. Ideally, volunteers will come in once a week from 10AM-4PM. We would like a time commitment of at least 6 months.

BENEFITS:

Volunteer will get hands-on experience in the field of museum imaging, and will learn about the role of the digital realm in cultural institutions. Volunteer will assist in making the museum's collections more accessible both to staff and the general public.

Note: A CHM employee may not volunteer the same services they are employed to perform. An employee may not volunteer during his/her normal hours of work.

This job description is not intended to be an express or implied contract between CHM and anyone. CHM volunteers are volunteers at will. CHM reserves the right to change or assign other duties to this volunteer position as necessary to meet changing business needs. CHM is an equal opportunity institution.

10/9/2013