

Position Description

Position: Material Culture Volunteers
Reports to: Collections Management Team
Revision Date: 2022
Classification: Volunteer



Material Culture Volunteer Positions

Archives (1-2 Volunteers)

- Position Description
 - Assist in collections inventories and records management
 - Review and update information in collections management database.
 - Review and update metadata for digitized and born digital collection images and research material.
 - Organize paper research materials.
- Time Commitment
 - All year
 - Weekly or monthly, depending on availability.
- Skills and Requirements
 - Willingness to learn.
 - Attention to detail.

Objects Inventory (2-4 Volunteers)

- Position Description
 - Provide support for collections inventories at the Edsel and Eleanor Ford House
 - Photograph or digitize objects and enter information into collections management database, PastPerfect.
 - Physically mark objects.
 - Research object provenance.
- Time Commitment
 - All year
 - Monday – Friday
 - Flexible; 4-16 hours per week; consistent schedule/days of the week preferred.
- Skills and Requirements
 - Ability to work with computers or willingness to learn required.
 - Research experience preferred.

Historic Vehicles (2-4 Volunteers)

- Position Description
 - Maintain historical vehicles for exhibit, static display, storage, and/or operation including routine exercise, cleaning and maintenance programs, and preparation for traveling.
 - Provide secondary transport and logistical support for on- and off-site events.
- Time Commitment
 - On call, as needed
 - Monday – Friday
 - Flexible; 4-16 hours per week; consistent schedule/days of the week preferred.
- Skills and Requirements
 - Conduct mechanical and visual maintenance of vehicle collections including performing basic service, maintenance, conservation, and preservation duties; sourcing part, supplies, and services as needed.
 - Perform assessments, create work plans, and report service, maintenance, conservation, and preservation activities
 - Experience in automotive repair, service, conservation, preservation or restoration of vintage or museum-quality vehicles or have automotive technical certificate
- Physical Requirements
 - May need to work in cramped positions to perform maintenance and repairs
 - Exposure to solvents, cleaners, other chemicals, oil and petroleum products, dust, gases, and fumes
 - Exposure to equipment where there is risk of injury

Holiday Decorations (2-4 Volunteers)

- Position Description
 - Assist with holiday decorating and taking down decorations for the winter season
- Time Commitment
 - Installation: November 1st through Wednesday before Thanksgiving Day
 - 9-4:30 Monday
 - Flexible Tuesday-Friday
 - Deinstallation: second week of January through end of month/into February
 - 9-4:30 Monday
 - Flexible Tuesday-Friday

Textiles and Furnishings Volunteer

- **Position Description**
 - Assist with the conservation, storage, and exhibition of fabrics, textiles, and furnishings.
 - Examine and document the structure, materials, and condition of collections via written, electronic, and photographic means.
 - Assist with conservation treatment: perform simple stabilization treatments under direct supervision of the conservator.
 - Assist with the construction of protective supports and/or enclosures.
- **Time Commitment**
 - On call, as needed
 - Monday – Thursday
 - Weekly, 4-12 hours
- **Skills and Requirements**
 - Knowledge of textile structures, fabrications, and uses.
 - Knowledge of sewing skills and techniques.
 - Ability to match colors, manipulate materials, and apply simple cosmetic reintegration techniques as instructed.
 - Basic understanding or willingness to learn fundamental concepts of, and approaches to, conservation.
 - Ability to lift and move objects safely as instructed.
- **Physical Requirements**
 - May need to work in confined spaces and sit for long periods of time.