



## Volunteer Opportunity

### Research Volunteer

History is waiting for you! The Campbell Museums are seeking history enthusiasts who are interested in helping with research projects.

#### **Projects might include:**

1. Researching biographical and genealogical information about people in our historical records.
2. On-call help to respond to research requests from the public.
3. Curatorial research for special projects or exhibits.

#### **General Tasks:**

Researchers will survey the Campbell Museums' collection to help gain further understanding of Campbell's past. This may involve reading old minutes, ledgers, and newspaper articles in our collection to give insight into what the citizens of Campbell were up to in decades past. Researchers will have access to the Campbell Museums' collection, archives, and research library. They will be trained on handling items in the Museum collection and archive so as not to damage collection items and archive materials when handling them.

Researchers will also be encouraged to look at resources outside of the Campbell Museums' collection (Newspapers, Ancestry.com, local libraries, other historical archives, etc.) to fill in gaps that are left unanswered by our collection, and to do general background research into the topic.

Hours per week will vary based on the project and on the individual volunteer's schedule. That said, on-call research is unpredictable and will require flexibility and quick turn-around times. Curatorial and biographical research projects are more stable, and a commitment of at least 8 hours/month is appreciated. You can volunteer for long-term ongoing research or a short-term project with a fixed end-date—or both!

Depending on research needs, research might take place remotely (at home), on-site, or at other institutions, so volunteers are expected to update the Collections Specialist regularly with their research plan, and to coordinate when they will be on-site to access the museum's collection.

#### **You:**

- Have a passion for history and being a history detective!



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- Have a willingness to be proactive in research and seek out the resources necessary to complete the task to the best of your ability.
- Can follow directions and stay on research topic. Additionally, you are flexible and able to adapt the focus of research as requested by the Collections Specialist.
- Are unafraid to ask questions when faced with uncertainty.
- Must follow all training by the Collections Specialist for how to safely access and handle archives when conducting research.
- Can write clearly and cite sources. Additionally, you understand how to seek out credible historical sources and resources.
- Have good communication skills and the ability to respond to inquiries from the Collections Specialist in a timely manner.
- Can follow-through when accepting a project (or will immediately communicate to the Collections Specialist if unable to finish the project by the established deadline).

### **Interested? Here are your next steps:**

1. Contact the Collections Specialist by email: Anna Rosenbluth/ [annar@campbellca.gov](mailto:annar@campbellca.gov)
  - a. Attach your resume, showcasing relevant skills that relate to this volunteer position.
  - b. In the body of your email please note why you are interested in volunteering with the Campbell Museums and what your favorite area(s) of history are.
  - c. Please let the Collections Specialist know if you are looking for a short-term project with a fixed end-date or prefer a long-term project.
2. The Collections Specialist will contact you to chat about your interests and try to identify an appropriate project for you.
  - a. You will also discuss your availability and work with the Collections Specialist to create a volunteer schedule.

We look forward to you joining our research team and furthering our understanding of the past!