

Salisbury Historical Society – Volunteer Assignments

Volunteer Assignments

1. **Membership:**
 - Record and update names and addresses
 - Set up and maintain archive
 - Conduct outreach (via email, postcards) to build upon past and current membership
 - Record payment of dues

2. **Custodial:**
 - Perform small repairs
 - Cleaning, dusting
 - Carry out instructions relative to display rearrangement, storage

3. **Research:**
 - Track constituent requests
 - Investigate constituent queries using our archives and available online databases
 - Make recommendations for a museum research library and archives

4. **Curation:**
 - Assist with planning, organizing, execution, and documentation of museum displays
 - Make recommendations regarding current inventory (preservation, “retirement”)

5. **Fundraising:**
 - Prepare marketing material
 - Research ideas and make recommendations
 - Assist during relevant events
 - Research grant ideas; engage in grant-writing

6. **Website:**
 - Research website builders and make recommendations
 - Maintain an up-to-date website

7. **Event/Programs Staff:**
 - Commit to assist during open houses and other SHS events
 - Explore programming ideas (relevant themes, speaker series, etc.)

8. **Administrative:**
 - Prepare mailers
 - Maintain volunteer log
 - Maintain constituent query log
 - Send thank you notes
 - Make copies as needed
 - Perform other office tasks as needed

9. **Inventory:**
 - Update our inventory (includes merging of old inventories)
 - Enter data in cataloguing program
 - Create finding aids

10. **Public Relations:**
 - Serve as liaison with other groups, organizations, media
 - Prepare press releases