





#### Possible Projects and Tasks :

- Assist with heightening social media presence and campaigns including historical research
- Conduct oral history interviews
- Assist with oral history interviews by acting as videographer
- Assist to organize, prepare, install, deinstall, and write interpretive text for historical displays
- Assist with processing and describing donations
- Data entry enter archival information in museum software database
- Data migration hands on work with oral history interviews to transfer analog data to digital formats
- Clerical work, such as photocopying and filing of intuitional and archival materials
- Design promotional materials for agency events and fundraising
- Assist with rehousing objects and collections within the archive by building custom boxes and sleeves for archival materials
- As needed opportunities artifact and event photography, special events receptions, outreach activities, help with mailings and other light office tasks

\*\*The above list is not exhaustive or comprehensive. Projects can and will be individualized based upon interests and skill sets of each volunteer, as well as the needs of DJHS\*\*

#### Requirements and Qualifications:

- In-progress Zoske in history, Jewish studies, archives, library science, or related field
- Excellent organizational skills and attention to detail
- Willingness and desire to learn about archival practices
- Proficiency with Microsoft Office necessary
- Strong written and verbal communication skills
- Commitment to effective time management

#### Requested Materials:

- Cover letter please include any projects or interests you would like to explore
- Resume
- Completed volunteer application

For further information, questions, or comments, please contact:

Jessica Schneider  
Archivist and Volunteer Director  
[archivist@djhs.org](mailto:archivist@djhs.org) (214) 2397116