



BARRINGTON PRESERVATION SOCIETY

Volunteer Opportunities at the Barrington Preservation Society Museum

The museum needs volunteers in three categories:

1. Museum Guide: on duty during Open Hours, Weds or Sat, 1–4 PM

Primary requirement: be welcoming and informative! You are the Museum's representative to the public. Duties: Open up and lock up; turn lights on and off; place "Museum Open" sign on tripod on first floor of library near elevator; place larger sign on stand outside museum door; greet visitors, ask them to sign guest register; offer membership information and newsletter; explain exhibits as needed. Remain in the main exhibit room and monitor visitors. (Guides cannot work in the back rooms during Open Hours; the door to the back rooms remains closed.) A key is available at the Library Circulation Desk to approved Guides, to be returned after locking up.

2. Technological Help

Experience with the *PastPerfect* museum database is ideal. We need assistance in entering our artifact accessions into this system from hand-written data entry sheets.

3. Exhibition Preparation and Installation

Work with staff to prepare mounts, write captions, paint cases, prepare list of new exhibit objects including catalogue numbers for files, and check condition of objects being returned from exhibit to storage. Replace returning objects in proper storage locations. Place Exhibit Report in files.

Choose one or more from the above list (circle). Volunteers may work in the Museum between 1 and 4 PM on Wednesdays or Saturdays. Behind-the-scenes work may be scheduled at other times as needed and as schedules permit. When can you assist?

Wednesday hours _____ Saturday hours _____

Could you work at other times? If so, when: _____

Applicant information

Name _____

Address _____

Phone _____

Email _____

On the back of this sheet, please **tell us about yourself**: relevant education, experience, qualifications, and special interests in Barrington.

Please return this sheet to the museum or to Barrington Preservation Society, PO Box 178, Barrington RI 02806, or respond to all blanks by email to Barbara Hail, Museum Committee chair, at barbarahail401@gmail.com.