



Volunteer Stream Description - Archives & Collections

The Archives & Collections Stream is essential to the collections work which underpins all of the Society's activities both as part of Memory Lane Heritage Village and the Eastern Shore Archives. The objects, documents, photographs, and recordings that form the Society's collection are preserving the history of the local area for generations to come and enable the story of the Eastern Shore during the 1940s to be shared with the local community and visitors.

What's involved?

This volunteer stream includes the following roles:

- **Archival Support** - scanning, indexing, and photo identification of the Society's document and photograph collections.
- **Artifacts Cataloguer** - identifying, researching, measuring, photographing, and numbering artifacts being accepted into the Society's collection.
- **Artifact Restorer** - cleaning and repairing objects which can be undertaken by non-conservation professionals. Repairs must adhere to traditional methods, use traditional materials, and be authorized and supervised by the Collections Committee.
- **Genealogy Support** - documenting and researching family history and family connections of people on the Eastern Shore.
- **Historical Researcher** - uncovering or verifying information to be used to develop a fuller understanding of the history of the Eastern Shore communities, including research to ensure the authenticity of the presentation of the Heritage Village.
- **Oral History Support** - interviewing local people with stories to tell about the Eastern Shore and its people.
- **Transcription Support** - creating a typed version of handwritten documents or spoken recordings.

Time commitment:

- Generally, as and when needed or available. Most roles in the Archives & Collections Stream are more active over the shoulder and winter seasons although there are still opportunities to support this stream during the summer. Some roles, such as Archival Support, have a set day over the winter when work is carried out at the Village.

Why get involved?

By getting involved with this volunteer stream you will:

- Join a friendly, enthusiastic, and supportive team of volunteers
- Meet people from the local area and further afield
- Learn about the history of the Eastern Shore
- Receive training and develop skills related to your role(s). Training will mostly be on-the-job
- Make a meaningful contribution to the local community
- Have opportunities to take part in mentorship and knowledge transfer programs
- Get to see behind the scenes at a heritage attraction

Skills, Experience & Interest

Most skills required can be easily learned

- Interest in the history of the Eastern Shore
- A methodical and careful approach for often detail-oriented work and delicate handling of artifacts, documents, and photographs
- Willingness to ask questions if unsure of anything
- Artifact Restorer: experience of repairing furniture, everyday objects, electrical appliances etc.
- Oral History Support: enjoyment of engaging with older people, encouraging them to share, and listening to their stories
- Transcription: experience with typing and computers, familiarity with reading cursive

Recognition

As a thank you for their time and effort, volunteers receive the following:

- Free Cookhouse meal on volunteering days (Jun-Sept, and during special event / designated volunteer days)
- Invitation (with plus one) to Annual Volunteer Appreciation Dinner
- For 10+ volunteer hours in a year, a free Lake Charlotte Area Heritage Society membership which includes:
 - Free admission to Memory Lane Heritage Village (including most special event days)
 - Ability to vote at all meetings of the Society
 - 10% off Cookhouse Chow, Special Event Meals, and Heritage Dinners
 - Discounted pricing on many evening events, and Heritage Village branded merchandise