



Northwest
African American
Museum

Volunteer Position: Digital Archive and Inventory Volunteer
Supervisor: Guest Services Officer

The **Northwest African American Museum (NAAM)**, located in Seattle, WA, shares the story of the African American experience in the Northwest. The Museum's exhibitions and programs feature the visual arts, music, crafts, literature, and history of African Americans in the Northwest. Visitors discover our journey to this region, the establishment of our vibrant community, and the ways in which we have survived. Cognizant of the Black community's continuous evolution, NAAM focuses on African Americans whose route to the new world was through slavery as well as recent immigrants arriving from places such as Somalia, Sudan and Ethiopia.

NAAM's mission is to spread knowledge, understanding, and enjoyment of the histories, arts and cultures of people of African descent for the enrichment of all. We accomplish our mission by working with others to:

- Present and preserve the connections between the Pacific Northwest and people of African descent; and to
- Investigate and celebrate Black experiences in America through exhibitions, programs and events.

NAAM seeks a volunteer to assist with the Museum's **Digital Archive and Inventory Project**, which consists of digitizing Museum documents and archives while providing general office support. In order to create a more sustainable and accessible system, NAAM is currently working on transforming hard copies of historical primary documents, historiography, and Museum information into digital files. This volunteer will also assist staff in tracking inventory and compiling supply order lists.

NAAM is located in the historic Colman School Building in Seattle's Central District. The Museum's address is **2300 S. Massachusetts St., Seattle, WA 98104**. Free parking is available in our lot directly outside the Museum. Volunteers should park in Museum parking spots *only*, as the other parking spots are reserved for residents. The Museum is also easily accessible by public transportation—please visit [King County Metro Trip Planner](#) for directions.

This Digital Archive and Inventory Volunteer position is a great role for individuals who:

- Are passionate about NAAM's mission of sharing the story of the African American experience in the Pacific Northwest
- Have experience using basic office equipment: printers, scanners, computer, etc.
- Consider themselves to be "tech-savvy" – e.g. Knows how to scan files and organize into a database; experience using Microsoft Office Suite (especially Excel)
- Are collaborative, team players
- Demonstrate attention-to-detail
- Understand the importance of handling confidential information and/or documents with discretion



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Volunteer Benefits:

All NAAM volunteers receive the following benefits as a “thank you” for volunteering:

- Unlimited, free admission to the Museum
- Reciprocal admission to partner museums during Volunteer Appreciation Week (April)
- Opportunities throughout year to attend partner museums’ exhibitions and programs
- Discounts and complementary tickets to select Museum programs
- Recognition at Annual Volunteer Appreciation event
- A chance to meet and connect with a community of Black arts and culture enthusiasts

Responsibilities:

Archive and Inventory Volunteers are responsible for digitizing Museum files, organizing documents, and tracking inventory. This includes the following tasks:

- Adhere to the mission, vision and core values of NAAM
- Make copies and scans of documents
- Organize digitized files into a database for both staff and the general public
- Assist Guest Services Officer in developing and maintaining office supplies inventory
- Update supply order lists
- Maintain organization of admin and office supplies

Skills and Qualifications Needed:

Individuals interested in the Digital Archive and Inventory Volunteer position should possess the following skills and/or qualifications:

- Understand and support NAAM’s mission and vision
- Demonstrated knowledge using basic office technology equipment—computers, printers, scanners, etc.
- Strong oral and written communication skills
- Demonstrates excellent technology skills, especially with Microsoft Excel
- Proven experience in handling sensitive, confidential documents
- Collaborative, team player
- Strong attention-to-detail
- Must be at least 18 years old
- Ability to pass a criminal history background check
- Attend all required orientation and training sessions
- Ability to abide by all of NAAM’s policies, procedures, and best practices
- Ability to abide by the Standards for Museum Volunteers

Setting:

This volunteer position takes place inside the Museum. Volunteers will need to be able to sit and stand intermittently depending on the task at hand. The staff supervisor will be onsite to assist volunteers with guidance or assistance during shifts.



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Time Commitment:

The Digital Archive and Inventory Project will last **three months long**, and volunteers are expected to commit to volunteering for **the whole project**. Shifts take place Wednesday - Sunday within the hours of 11am-5pm.

Training:

All volunteers will attend an orientation and trainings that include:

- Best practices, policies, procedures and expectations
- Info on NAAM's mission, vision, and core values

All volunteers must undergo NAAM's volunteer application, screening, and onboarding process, which include passing a criminal history background check.