



Volunteer Position: Archive and Content Manager
(based in Washington DC or Portland, Oregon)

Vision: The Museum of the Peace Corps Experience envisions connecting people around the world to inspire service and peace, showing that our common humanity is more fundamental than the cultures and ideas that separate us.

Mission: The Museum of the Peace Corps Experience collects and preserves stories and objects of material culture donated by volunteers who serve in communities around the globe. It fosters cultural understanding through education and promotes research on the impact of Peace Corps, encouraging visitors to serve—wherever they live, however they can.

Title: Archive and Content Manager

Purpose: Support the Museum's Collections team by receiving and cataloging object donations.

Responsibilities:

- Visit the Collections facility 1-3 times per month.
- Process donations on behalf of the Collections team; receive shipped object donations, unpack and prepare for long-term storage.
- Photograph and create digital files using established pre-accession and accessioning protocols. Arrange collections consistent with professional archival principles and practices.
- Move collections in and out of storage as needed during processing, and record locations of newly stored materials
- Provide occasional support to the Exhibitions team to identify material relevant to planned exhibitions.

Time: Approximately 5 to 10 hours per week

Location: Washington DC (near Bethesda, Maryland storage unit) or Portland, Oregon

Reports To: Collections Team Leader

Appointment: Minimum of 6 months

Qualifications:

- Bachelor's degree preferred; current students will be considered.
- Exceptional attention to detail and written/verbal communication skills.
- Experience with Past Perfect or other archival/cataloging software preferred.
- Experience in a museum or library is preferred.

Support Provided: orientation/onboarding; forms packet; one-on-one training for completing the entire process; bi-monthly virtual meetings with team/all hands, Awesome colleagues!

How to Apply: Please send an expression of interest and resume to the email address below with the position title in the subject line: **Archive and Content Manager**. In your expression of interest, please cite where you saw the job posting. Thank you!

info@peacecorpsmuseum.org