Open Position
Institutional Archives Assistant

The Institutional Archives consist of thousands of photographs, slides, audio-visual materials, and documents representing the history of the Museum. The archives document the development of the collections and exhibits, the campaign for the new building, and the activities of curators, volunteers, and staff members over the past 115 years. Volunteers will organize, digitize, and create descriptions of archival objects.

Requirements:
Detail oriented
Comfortable with computers
Willing to assist with typing and data entry

Time Commitment:
2-plus hours per week
10am - 5pm Tuesday-Thursday
10am - 3pm Friday

Minimum volunteering commitment is one semester for students.

Visit: samnoblemuseum.ou.edu/get-involved/volunteer/adult-volunteers/
Contact: 405-325-1652 or volunteer@snomnh.ou.edu