



# SOOKE REGION MUSEUM

## VOLUNTEER APPLICATION

Please email completed application to  
info@sookeregionmuseum.com

**Name:**

**Date:**

**Address:**

**City:**

**Postal Code:**

**Phone:**

**Email:**

**Emergency Contact Name and phone):**

Please describe your availability/desired schedule (including numbers of hours per week):

Briefly describe past volunteer and/or other relevant experience and special skills:

The SRM is looking for volunteer to fill a number of roles. Please see the following pages for position descriptions. **Mark your preferences:**

**Programs:**

- 1. School Tours
- 2. Events
- 3. Catering

**Collections:**

- 1. Photography Inventory
- 2. Collections Assistance
- 3. Exhibit Assistance
- 4. Exhibit Educator

**Maintenance:**

- 1. Gardening
- 2. Seasonal Maintenance
- Governance**
- Special Projects**

## Volunteer Opportunities at the Sooke Region Museum and Visitor Centre

Do you enjoy learning about and promoting history and culture? The Sooke Region Museum is looking to expand our team of dedicated volunteers! We have several exciting ways to get involved with tours, events, exhibits, collections, gardening, grounds and more. Whether it's leading activities for school tours or helping prepare for new exhibits, you will be making a valuable contribution to the museum and the community.

### **Programs:**

1. *School Tours*: Work with students helping with craft projects, making butter or Bannock, or guiding exhibit tours.

Generally weekday mornings, 9:30-12p. May include standing for long periods, heavy lifting, working outside. Criminal Record check required.

2. *Events*: Help at one of the museum's events, such as Moss Cottage Christmas, Annual Open House, Summer Night Market, and more.

Tasks include: Set up and take down, hosting activities (i.e., cookie decorating, or trivia games), interacting with participants. Generally evenings and weekends, shift lengths varying from 1-4 hours depending on volunteer availability. May include standing for long periods, heavy lifting, working outside.

3. *Catering*: Work with staff and other volunteers to prepare and serve meals and tea services for tours and other special events. Tasks include setting up tables and chair, setting tables, food prep and cooking, serving visitors, and clean up.

This position is on-call, and the timeframe is flexible based on volunteer availability. May include standing for long periods and some heavy lifting.

### **Collections:**

1. *Photograph Inventory*: Assist the Collections Manager with scanning photos, writing photo descriptions; organizing and labelling; printing envelopes; and database entry.

Availability for 4-6 hours a week is preferred but not required. Skills: typing, writing, editing, researching, proofreading. Mainly computer work, requires sitting for long periods of time. Individual work only.

2. *General Collections Assistance*: Assist the Collections Manager with ongoing collections projects. Tasks may include processing current donations; assisting with inventory procedures; transcribing audio records; database entry. Hours and timeframe TBD.

Skills: writing, editing, researching, proofreading. May include heavy lifting, working outside, sitting for long periods of time, and computer work. Mainly individual work.

3. *Exhibit Assistance*: Assist the Exhibit Team with the research, production, and evaluation of temporary and permanent exhibits. The upcoming 2023 Summer Exhibit is a priority and will need volunteer(s) to help with the production of the exhibit. Volunteers may assist with caption writing, sourcing/printing materials, and conducting evaluations.

Hours and timeframe: Flexible hours (dependent on the work); months you will most likely need to be available is between April to the end of June. Experience such as writing, editing, researching, design, survey and evaluation methods would be an asset. May include heavy lifting, standing for long periods, use of hand tools, some computer work. Individual and group work available.

4. *Exhibit Educator*: Assist in the implementation of a newly developed travelling exhibit “Learn From Yesterday”. This exhibit focuses on objects that were once hand powered and are now automatic. Using the hand powered versions, the display will aim to have people think about the convenience of automatic objects and the greenness of hand powered items.

The exhibit will travel to various locations in the Sooke Region (schools, library, public events, etc.). Volunteer(s) will need to supply their own vehicle, but mileage and other expenses may be reimbursed by the museum.

We will begin “testing” the displays around March-May, then go into regularly scheduled programming in the summer/fall. This is an ongoing permanent travelling exhibit, so the timeframe is undefined. Schedules will be determined based upon the availability of the individual volunteers. Comprehensive training and resources will be provided by the Exhibits and Programming teams. Criminal Record check required.

May include heavy lifting, working outside; standing/sitting for long periods of time; need to provide own transportation to locations. Individual and groupwork available.

#### **Maintenance:**

1. Gardening: Help maintain the beautiful museum grounds by assisting with various gardening responsibilities including, but not limited to planting, weeding, raking, lawn care, tree care, and general yard clean up.

May include heavy lifting, working outdoors, standing for long periods, bending/kneeling.

2. Seasonal Maintenance: Assist with maintenance activities throughout the year. Responsibilities include setting up irrigation in the spring, repairing fences, painting various assets, spotting ladders, and general building repairs. Experience working with power tools and heavy equipment is an asset. May include heavy lifting, working outdoors, standing for long periods.

#### **Governance:**

The museum is a non-profit charitable organization. Governance is provided by an elected volunteer Board of Directors. Individual with knowledge of finance, governance, legal process, interest in the human and natural heritage of the region are invited to join the society and consider running for election to the board. Day to day operation of the museum is overseen by the Executive Director and a mixture of paid staff and volunteers carry out these functions.

#### **Special Projects:**

We are planning for our future and specifically are looking at celebrating the 50<sup>th</sup> anniversary of the museum in 2027. We are looking for individuals with expertise and/or experience in community engagement, marketing and communications, strategic planning, project management, event planning and coordination, budgeting, volunteer coordination, etc. to help support various priorities and projects at the museum.

#### **Equity, Diversity, and Inclusion Statement:**

The Sooke Region Museum is committed to upholding the values of equity, diversity, and inclusion throughout all aspects of our operations. We encourage volunteers from all backgrounds to apply.

#### **Accessibility Statement:**

The SRM is committed to addressing barriers to accessibility within the museum’s facilities and operations. We acknowledge that the SRM may not meet the needs of all visitors, staff, and volunteers, but we are continually working to decrease access barriers by making changes to the museum’s operations and facilities when feasible.

Current access barriers within the museum include several areas that are only accessible by stairs, manual doors, and narrow pathways throughout the main building. Applicants are encouraged to raise accessibility concerns with the relevant department manager.