



## **STATION'S ARCHIVED MEMORIES (SAM) VOLUNTEER JOB DESCRIPTION**

### **MEMORABILIA CHAIR September 2020**

#### **DEFINITION**

The Memorabilia Chair is responsible for supervising the inventorying, archiving, storage and maintenance of the memorabilia database and station-related items identified as memorabilia. Examples of Memorabilia include 3-dimensional items as deemed appropriate for the archives (mugs, pens, manuals, brochures, clothing and more)

#### **REPORTS TO/SUPERVISES**

- The Memorabilia Chair reports to the SAM Chairperson, SAM staff liaison and SAM Board.
- The Memorabilia Chair supervises all related subcommittees of the Memorabilia Committee.

#### **TIME COMMITMENT**

- The time commitment of the Memorabilia Chair varies but the chair should expect to volunteer (on average) a minimum of 10 to 20 hours per month throughout the year.

#### **RESPONSIBILITIES & DUTIES**

- Supervise the vetting, training and duty assignments of Memorabilia volunteers.
- Create, provide leadership and supervise all Memorabilia subcommittees as necessary to inventory, archive and display memorabilia objects.
- Regularly review the current database with updates to create a user-friendly database.
- Coordinate with other SAM committees to develop a Display Committee that will work with staff to provide display materials for station-related events.
- Become familiar with all the SAM databases to conduct research of descriptive information about items.
- Request and collect memorabilia items from staff, volunteers and the community.
- Submit regular Memorabilia database updates to the current SAM Master Database Chair.
- Submit a proposed annual budget on behalf of the Memorabilia Committee.
- Serve as a member of the SAM Board by attending SAM board meetings, communicating regularly with fellow Board members and RMPM staff, submitting reports upon request and performing other duties as needed.
- Submit an annual updated Memorabilia Chair report to include: 1) Job Description and 2) Memorabilia Chair Manual plus other related documents as requested or necessary for the job.
- Submit volunteer hours on the volunteer computer or through [www.rmpbs.org/volunteer](http://www.rmpbs.org/volunteer).

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Strong leadership and organizational skills including the ability to recruit, manage, assign, train, and supervise a committee of volunteers.
- Strong computer skills are mandatory. Database experience is recommended.
- Necessary knowledge of equipment use such as digital cameras and scanners is strongly suggested.
- Strong communication skills to communicate regularly with memorabilia volunteers, RMPM staff and SAM Board members.