

## **Volunteer Opportunity Description**

Processing Assistant, Hedrich-Blessing 1970-1979 Photography Collection IMLS Preservation Project

**Supervisor:** Collection Manager for Prints and Photographs Special Projects

## **Objective:**

The Hedrich-Blessing 1970-1979 photograph collection documents the work of one of the finest and most widely recognized architectural photography firms in the world and illustrates major transformations of Chicago's built environment. The objective of this volunteer position is to assist in processing and preserving the Hedrich-Blessing 1970-1979 photograph collection materials, and make them available for use by the public.

## **Responsibilities:**

Responsibilities will include at least some of the following:

- Sorting original photographic prints, negatives and transparencies according to media type and job number
- Identifying and describing condition issues to report to conservator
- Re-housing and re-labeling original materials in appropriate archival enclosures
- Transferring processed, re-housed and labeled materials to appropriate photograph storage areas

## **Qualifications:**

- Strong attention to detail
- Knowledge of Chicago and/or architectural history
- Museum studies, library science and/or archives management experience preferred
- Understanding of artifact and photographic material handling
- Knowledge of or interest in photographic media and the preservation of photographic materials
- Ability to work independently and as part of a team
- Ability to lift 50 lbs.
- Placement is dependent on clearing a background screening

**Dates of Project:**

Opportunity begins now with the possibility to work through August 2010

**Time commitment:**

At least one full day per week (8 hours); hours must occur during the week, during the day when volunteer supervisor is present.

**Application Deadline:** We are currently accepting applications for this volunteer opportunity.

**How to Apply**

A completed application consists of the following:

- a completed application form
- a resume outlining your educational, professional, and volunteer experiences, or biographical statement
- the mailing addresses of two references

Every effort is made to match the skills and interests of prospective volunteer with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.