



Position Description

Title:	Bentley Project Metadata Volunteer
Employment Status:	Volunteer
Time Commitment:	A minimum of two, regularly scheduled four-hour shifts per month equating to approximately 100 service hours annually.
Primary Functions:	Bentley Project Metadata Volunteer performs tasks that contribute to the continued progression and success of the Bentley Project.
Key Job Elements:	<ul style="list-style-type: none">• Reads, interprets, and summarizes archival documents created by or pertaining to Marjorie Merriweather Post• Creates descriptive metadata for archival folders• Uses controlled vocabularies to tag information artifacts• Documents interesting and/or useful research materials pertinent to docent training or curatorial research• Completes new projects as they arise• Coordinates availability with the Digital Assets Librarian• Attends regular volunteer continuing education sessions and any scheduled mandatory volunteer training sessions• Participates in periodic reviews• Honors the time commitment requested of Bentley Project Metadata Volunteer
Organizational Relationships:	<ul style="list-style-type: none">• Reports to the Digital Assets Librarian• Collaborates with Volunteer Supervisor• Interacts with staff, visitors, and fellow volunteers
Knowledge:	<ul style="list-style-type: none">• Interest in learning about decorative arts, the Museum's collection, and founder• Background in library science, cataloging, transcription, or data entry is helpful but not required
Skills/Abilities:	<ul style="list-style-type: none">• Competency using a computer• Competency in using the Microsoft Suite (Excel, Word, etc.)• Ability to read from a computer screen for four consecutive hours• Interested in learning about the Museum's collection and founder• Attention to detail• Ability to meet the yearly time commitment• Timely and responsive in correspondence via email and phone



- Demonstrates a commitment to the spirit of Hillwood’s mission, vision, and interpretive messages and keeps them at the forefront of all endeavors

Membership

In addition to our strong volunteer cohort, Hillwood also has a vital membership program, which supports our efforts to share the legacy of Marjorie Merriweather Post. For volunteers beginning after September 1, 2018, maintaining an active Hillwood membership at any level is required to serve as an active volunteer. This step further deepens our volunteers’ engagement with Hillwood and allows volunteers to strengthen their roles as Hillwood ambassadors. Volunteers can join or renew their membership by calling 202.686.5807 or visiting the membership page of Hillwood’s website at <https://www.hillwoodmuseum.org/membership>.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of the volunteer role. While volunteering, a Metadata Volunteer is regularly required to: communicate professionally in person, over the telephone, and through email and other electronic means; ascend/descend stairs, move about their volunteer area, between buildings, and the campus grounds; and visually or otherwise identify, observe, and assess.

Notice:

The preceding volunteer description has been designed to indicate the general nature, essential duties, and responsibilities of work performed by a Metadata Volunteer. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers to do this role.

To Apply:

We are a progressive, equal opportunity organization and all interested parties are encouraged to apply. So, volunteer “Where Fabulous Lives!” For prompt consideration, please submit your online application via the [jobs & volunteering page](#) via Hillwood’s website.