

# ChicagoHistoryMuseum

**Volunteer Project Description** Catalog / 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 cataloging, processing and preserving the Hedrich-Blessing 1970-1979 photography collection materials, and make them available for use by the public.

**Responsibilities:** Responsibilities will include at least some of the following:

- Counting and sorting original photographic prints, negatives and transparencies according to media type and job number
- Gathering catalog record content by transcribing data from original materials and job invoices to a Word document table
- Identifying and describing condition issues to report to conservator
- Re-housing original materials in appropriate archival enclosures
- Marking and re-labeling collection materials
- Transferring processed, re-housed and labeled materials to appropriate photograph storage areas

**Qualifications:**

- Knowledge of Chicago and/or architectural history
- Attention to detail, good communication and organizational skills
- Ability to work independently and as part of a team
- Ability to lift 50 lbs.
- Museum studies, library science and/or archives management coursework (or equivalent experience) preferred
- Understanding of artifact and photographic material handling
- Knowledge of or interest in photographic media and the preservation of photographic materials

**Dates of Project:** Minimum of 5 months commitment beginning January 2009, with the opportunity 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.

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

## **How to Apply**

- complete a volunteer application form, which can be found online at <http://www.chicagohistory.org/aboutus/jobsvolunteering/volunteering>
- include a resume outlining your educational, professional, and volunteer experiences or a one-page biographical statement

Every effort is made to match the skills and interests of prospective volunteers with the needs and priorities of the department and the institution overall. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.