

VOLUNTEER OPPORTUNITIES AT THE DEARBORN HISTORICAL MUSEUM



Dearborn Historical Museum

Administrative and Writing Positions

These opportunities are perfect for people who enjoy writing and clerical work. They also give volunteers the option to work independently.



Journalism

The Museum has published our award-winning quarterly publication, *The Dearborn Historian*, since 1961. We are looking for people interested in contributing stories or articles. This is a flexible position, and perfect for those who enjoy researching and writing about Dearborn history.

Administration

This position is great for people who enjoy office work, computer work, organizing, and more. With this position volunteers must be comfortable with answering phones and greeting visits. This position requires volunteers to be available sometime during office hours (8AM-5PM).



Grant Research and Writing

The museum is looking for people who have experience with researching and writing grants. Since admission to the Dearborn Historical Museum is based entirely on donations, grants are vital to our organization's success. This position is flexible, and can be worked on outside of museum hours.

Museum Collection Positions

These positions are designed for individuals who enjoy working directly with artifacts from the museum's collection, and those who want to work directly with museum staff.



Museum Docent

With this position, volunteers can assist and give tours to Museum visitors at the McFadden-Ross House and the Commandments Quarters. Volunteers need to be willing to assist visitors by answering questions or directing them to exhibits. This position is flexible, but volunteers need to be available sometime during museum hours.



Archives Research

In this position, volunteers are working in the museum archives with the Museum's archivists on different projects. These projects would need to be completed during Archive hours. Currently, the museum is looking for volunteers to help with digitizing our quarterly publication, *The Dearborn Historian*. Training is available.



Cataloging and Digitizing Artifacts

This position includes two parts. The first group of volunteers work with the Museum's collection manager to locate and catalog different artifacts. The second group of volunteers are digitally updating the museum's collection records using Past Perfect. Training is available for this.

Museum Programming Positions

These positions are designed for volunteers who enjoy working with the community and with children. The museum has annual events and programs that require volunteers to be successful, and we are always looking for new ideas!

Educational Programming

Each spring the museum hosts 1,500 children from Dearborn Public Schools for our Pioneer Program. This rewarding program allows volunteers to work directly with children in one of four stations, sharing what life was like in Dearborn during the 1830s. This program runs from 9:30–11:30 am, 4 days a week, March to May.



Community Event Planning

Each year the museum hosts multiple community events which require many volunteers. This position would be perfect for people who are outgoing and enjoy working with all types of community members. The museum is also looking for people who are interested in creating or expanding community events!



Social Media and Marketing

This opportunity is for people who have experience with graphic design and/or social media promotion to help us with marketing our events and programs. It is perfect for creative people, and provides flexibility as projects can be worked on outside of museum hours.



Museum Maintenance Positions

These positions were developed for volunteers who enjoy working with their hands. Volunteers are able to use their talents to help preserve the different buildings of the museum campus.



Historical Building Maintenance and Restoration

With this position, the museum is looking for volunteers who have experience with building maintenance who would be willing to work on different projects in each of the historic buildings on our campus. Hours are flexible.

Gardening

This position is great for individuals who love gardening, planting, and landscaping. The museum needs assistance maintaining its gardens, pulling weeds, and more. This position is flexible, and can be worked on outside of museum hours.



Custodial Work

The museum is looking for individuals interested in light custodial work to help us keep up the cleanliness of our buildings. Work would include dusting, sweeping, vacuuming, taking care of trash, etc. Volunteers would need to be available during museum hours.

Other Potential Opportunities

Thank you for reading through our volunteer opportunities! We appreciate when community members take the time to see how they can contribute to the work that we do at the Dearborn Historical Museum.

We are very flexible, so if you have questions or other ideas for how you might like to volunteer, please reach out to the museum at (313) 565-3000 or museum@ci.dearborn.mi.us.

There is a place for everyone at the Dearborn Historical Museum!

