

## **Volunteer Opportunities at the Putnam County Historical Society and Foundry School Museum**

The Putnam County Historical Society and Foundry School Museum was established by Philipstown residents in 1906. The work of these early volunteers is continued through the dedication of the volunteers that are with us today. Our volunteers contribute in a variety of ways. Below please find brief descriptions of the different positions available. If you have any questions in regard to volunteering, you may contact the Director of Administration at 845-265-4010 or [office@pchs-fsm.org](mailto:office@pchs-fsm.org). You may download a copy of the application form here: <http://www.pchs-fsm.org/pdf/pchsVolunteerForm2010.pdf>.

**Museum Docent** - opening and closing the museum; greeting visitors and answering questions; running the museum shop including stocking and organizing inventory as needed and assisting visitors with purchases. Hours are Saturdays and Sundays from 11-5.

**Public Relations/Special Events** - writing press releases and patron e-mail; contacting local publications that may be interested in writing about our organization and our programming; hosting of events both at the museum and off-site, including set-up, clean-up, guest check-in, handing out materials and serving food and refreshments.

**Website/IT**- updating website with information on news and events; website design and assisting staff with IT issues.

**Education/Public Programming** - planning and coordinating different educational events and lectures; leading tours with school and scouting groups; creating new and interesting ways to educate the public. Volunteers will be under the supervision of the Outreach Coordinator.

**Administrative/Office Assistant** - assisting with mass mailings including creating mailing labels, stuffing and sealing envelopes and taking mailing to the post office; maintaining membership files; other clerical work as needed. Volunteers will be under the supervision of the Director of Administration.

**Library/Research Assistant** - receiving and processing research requests; performing research and sharing findings; acquiring and conserving materials; updating and managing information files; assisting with the digitization of the library's holdings. Volunteers will be under the supervision of the Librarian.

**Curatorial/Archiving and Cataloguing** - assisting curator with research as needed; archiving and cataloging objects in the collection. Volunteers will be under the supervision of the Curator.

**Walking Tours** - acting as tour guide of historical sites on Cold Spring's Main Street and environs on select Sundays, May through November at 2 p.m.

### **Volunteer Benefits**

- Unlimited free museum admission
- Free admission to lectures
- 10% discount at the museum store
- Invitations to quarterly volunteer events with the staff
- Meeting like-minded history buffs!