

## **Volunteer – Data Entry Specialist**

Fort Concho seeks a Volunteer Data Entry Specialist (VDES) to assist the collections department. The multi-year digitization project aims to transfer information from object catalog cards to a collection management database. The VDES will create an object entry for each artifact on PastPerfect museum software, and transcribe the information. Additionally, the VDES will search object history and update the current condition of the object.

### **Primary Duties:**

- Accession artifacts accepted by Fort Concho into data management system
- Perform inventory. condition reports on objects being reviewed
- File archival documents
- Label objects
- Maintain an accurate record of objects catalog entries completed and overall progress of project
- Work with Curator to ensure data entry efforts are in line with project goals and timetable

### **Qualifications/Skills:**

- Excellent computer skills
- Strong communication and organization skills
- Ability to work quickly while maintaining accuracy
- Experience in collection-oriented work environment preferred
- Experience with PastPerfect software or other database management system preferred

### **Physical Requirements:**

- Ability to work while sitting for prolonged periods of time
- Ability to lift more than 25 lbs.
- Ability climb ladders

**Job Type:** Volunteer Position

### **About Fort Concho Collections Department:**

Fort Concho is home to a collection of over 20,000 artifacts and archeological material that tells the story of our site, various peoples, and the country. These objects were generously donated by individuals or groups from the local community, the State of Texas, and the nation. The scope of objects spans a wide range of years from early American history to the modern era; with the bulk of the materials focusing between 1865 and 1920.

### **Application:**

All parties interested in this volunteer position should visit the fort's website to fill out an application, or contact Volunteer & Visitor Services Coordinator, Rocio Moncibais at 325-657-4444 or [sutler@fortconcho.com](mailto:sutler@fortconcho.com)