

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Historian & Archivist

Service Opportunity Brief Description:

The congregation's Historian & Archivist maintains the historical record of the church, filing new documents, researching questions for members and retaining files on past ministers and members of note.

Service Opportunity Detailed:

The Archives are located in a small office that can be reached via stairs off Channing Hall. The office consists of file cabinets, shelves, a table, two chairs and a small desk. It includes additional storage space across the hall. Both are accessed by a set of keys that can be found in the office or with the Historian/Archivist. There are no monthly meetings, but there are usually two people available to assist members with questions. A log is available for those checking out materials.

Length of Service Commitment: 1 year

This opportunity will enable you to learn our story and about the 180+ year history of this Unitarian Universalist Society, its past activities, members and ministers. The records include past sermons, lectures, copies of Oriel (poetry & stories), and photograph albums, building plans and files on many UU activities over the last nearly 200 years. Anyone who appreciates history and the stories associated with it could find this service opportunity rewarding.

Skills Needed:

Some knowledge of archive protocols would be useful. Maintaining the files for easy access is especially important to members as well as staff.

Training, assistance, and safety requirements:

Training and assistance is available from the current Historian & Archivist and staff of the church.

Number of positions available: 1-2

Key words: research