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www.AlbertaRailwayMuseum.com

Museum Archive Project Worker

Date: March 14, 2020

Proposal Created By: Alberta Pioneer Railway Association Archivist

Project Title: Stored files documentation.

Project Type: Taking the un – recorded file boxes and providing code numbers, documenting the items, and ready them for Data processing into the APRA Data Base.

Individual: One person can do this activity, but team work is required for lifting the boxes inside the vault.

Team: (Two should work together to provide easier, identifying and checking of the data.)

Proposed Project Supervisor: Hans Huizinga, Archivist

Project Overview and Description: Taking the non recorded boxes from the vault to the work area, identifying the items inside, giving proper identity numbers, listing the numbers and description for the Data Processing on our computer. Some heavy lifting required.

Project Plan - Please list project phases and key skills and responsibilities for each phase as well as any supplies or tools required:

Phase	Description	Responsibilities	Key Skills	Tools and Supplies Required
Learning the code #'s	APRA identification	Observation	Railway knowledge helps	Manual supplied
Application to items	Identify and give #	Check with Archivist	Writing and learning	supplied

List qualifications, education, training, experience, special skills that would be an asset:

- Be able to handle railway related documents and identify contents. Library skills would be a help.
- Be willing to learn different fields of railway operation.
- Be willing to take the Provincial Archives security courses.

List any physical requirements of the volunteer responsibility:

- Some heavy lifting of boxes is required, but stairs and carts are supplied.

Anticipated Project Length: This work would be asking for a minimum of 5 hours each week.

The work will be ongoing for at least for 8 months.

Upon project completion, this project will enhance the APRA's mandate to acquire, preserve and make available. The organization of the donated Archival documents; letters; photographic material, maps; and library books will be all available for research on or data base for further study at the Archives.

Ideal/Proposed Start: Fall 2020

Commitment:

- Requires regular weekly 5 hour commitment with timing worked out with the PAA staff and the APRA
- Flexible commitment until project is completed
- **Project Supervision** by the APRA Archivist, who will be in an advisory capacity for the project work.
- The volunteer will need to comply with PAA security courses before being allowed in the work space. After this the APRA archivist will give the instruction for their archival material handling.
- Work will be primarily in the PAA dedicated work area.

- **Project Supplies** as to pens, paper, work space and some APRA computer access as well as the Archival Manual will be provided.

Applications for volunteer work on this project will need to be submitted to the:

Alberta Railway Museum, in care of H.Huizinga, Archivist.