



THE AMERICAN  
CIVIL WAR CENTER  
*At Historic Tredegar*

## VOLUNTEER OPPORTUNITIES

**VISITOR SERVICES:** Volunteers will work with gallery staff with all aspects of operations.

NEEDS: Front information desk  
Working in the gift store  
Providing contact for the visitor in the gallery

**EDUCATION and INTERPRETATION:** Volunteers will work with the education staff on programs and gallery interpretation.

NEEDS: Conducting education programs (K-12)  
Conducting gallery interpretive programs  
Research and Program Development  
Authorship of articles  
Archaeology – washing and processing recovered artifacts

**CURATORIAL:** Volunteers will work with the curatorial staff on collection research, data entry and cataloging.

NEEDS: Entering cataloging data into the collections information system.  
Scanning and/or photographs permanent collections  
Prepare permanent collections for storage.  
Assist with processing of loan collections.  
Perform research on permanent and loan collections.

**EVENTS:** Volunteers will work with individual departments on events.

NEEDS: Organizing events  
Advertising events  
Working events

**CLERICAL:** Volunteers will work with various departments on clerical needs (marketing, development, administrative)

NEEDS: Set up a departmental filing system  
Mailings and distribution  
Assist with Accounts Receivables  
Inventory of office equipment and furniture  
Additional help with projects as they arise