

Visitor Services Assistant

Associated tasks include: Greet visitors as they enter the Society; answer the phone; direct visitors and phone calls as appropriate to staff; restock store merchandise; Dust store merchandise and shelves; complete store & membership sales through electronic cash register system; help fold, label and sort materials for mailing.

Fundraising Assistant

Associated tasks include: Assist with writing portions of the fundraising plan; assist with all aspects of our annual fundraiser A Taste of History; work with the Executive Assistant to create social media messages and press releases for fundraising events; actively pursue sponsors and donations for fundraisers and publications; assist in the creation of planned giving program; participate in cultivating new donors.

Marketing Assistant

Associated tasks include: Work as part of a team to create and regularly update a marketing plan; assist in compiling and maintaining a list of marketing avenues, resources and contacts; create ads, postcards, flyers, posters, etc. for a variety of Society activities using pre-developed templates; distribute marketing materials to various opportunities and contacts; create and distribute marketing and informational materials through social media; assist with obtaining sponsorships and donations for fund raisers; help fold, label and sort materials for mailing.

Program Assistant

Associated tasks include: Work with task group to develop interesting and educational programs for adults and children; help secure speakers, performers and others needed to complete the program; assist with set up and take down the day of a program; Set up and manage table with Society materials.

Research Assistant

Associated tasks include: Research using multiple primary and secondary source materials to answer public inquiries; write and send responses to research requests via email; research a specific topic using multiple primary and secondary source materials for use in public programs; write papers based on your research for use in public programs; research a specific topic using multiple primary and secondary source materials for newsletter articles; write articles for publication in the Society newsletter.

Digital Media Interpreter

Associated tasks include: Work with task group to develop topics and paths for digital tours, programs, and exhibits; research specific topics using multiple primary and secondary source materials; assist with translating research into tour, program, or exhibit scripts; participate in locating items to enhance visitor digital experiences; learn and utilize a variety of digital platforms to record digital/virtual tours, programs, and exhibits.

Editorial Assistant

Associated tasks include: Review marketing materials for linguistic errors; edit articles for the Society newsletter and annual publication using electronic markup; review the newsletter and annual publication for linguistic and formatting errors; edit written material being considered for publication; proofread for linguistic errors, text for exhibit panels and labels.

These are just a few of the opportunities available to volunteers. Other volunteer opportunities include:

- ◆ **Exhibit Assistant**
- ◆ **Tour Guide**
- ◆ **Membership Assistant**
- ◆ **Collections Assistant**
- ◆ **Photographer**
- ◆ **Grant Writer**
- ◆ **Disaster Preparedness Assistant**
- ◆ **Community Outreach Assistant**
- ◆ **Graphic Design**
- ◆ **Docent**

Whatever your skill, interest, or availability, there is an position for you. Please contact us or go to our website for more detailed position descriptions. Or complete and return the interest card on the reverse. We can be reached at (530)243-2730, or shs@shastahistorical.org. *Society hours are 10:00-4:00 Monday through Friday.*

First & Last Name:

Mailing Address:

City:

State: _____ Zip: _____

Phone#: _____

Email: _____

Desired Volunteer Position(s) and schedule:

- ◆ Visitor Services Assistant
- ◆ Fundraising Assistant
- ◆ Marketing Assistant
- ◆ Program Assistant
- ◆ Research Assistant
- ◆ Digital Media Interpreter
- ◆ Editorial Assistant
- ◆ Exhibit Assistant
- ◆ Tour Guide
- ◆ Membership Assistant
- ◆ Collections Assistant
- ◆ Photographer
- ◆ Grant Writer
- ◆ Disaster Preparedness Assistant
- ◆ Community Outreach
- ◆ Graphic Design
- ◆ Docent

Please circle:

Weekday Availability: M T W TH F

About the Society

Shasta Historical Society, located in the heart of historic Redding, was formed on January 8, 1930. The original purpose was to collect and compile interviews from then-living area pioneers, but over the years the mission evolved to better serve the community of Shasta County by actively working to promote and communicate county history.

Today the Shasta Historical Society serves as a center for historical research in Northern California. We host researchers, students, and teachers from all over. In the local community the Society is active in hosting various events and programs throughout the year. The Society has worked on several occasions to preserve local history, like the campaign to keep Shasta State Historic Park's Museum open and its collection in tact.

If you have an interest in and a passion for history please consider becoming a volunteer today!

Vision

*To build a shared
community legacy for the future
by preserving our past.*

Core Values

*Stewardship
Education
Preservation
Community*



Become A Volunteer

Mission

*To actively preserve, promote,
and bring to life
the history of Shasta County.*