



THE VALENTINE
Richmond
HISTORY CENTER

Volunteer

Volunteer Opportunities

1812 Wickham House

The house was built for one of Richmond's wealthiest denizens, attorney John Wickham. This unique, neoclassical dwelling, designed by architect Alexander Parris, sports fourteen-foot ceilings; elaborate plasterwork; a suspended, spiral staircase; and hand-painted wall-decorations. Volunteers guide visitors through these spacious rooms after becoming familiar with a docent's manual, containing pertinent information. Those aides, providing services in this area, gain insight to early 19th century life, while acting as ambassadors for the History Center, meeting and greeting our patrons.

Archives/Photograph Collection

This collection is housed in the Archives of the History Center. Volunteers inventory, identify, create files and indexes, re-house portions of our growing collection and assist in general library upkeep and research.

Development

Development is a vital part of any non-profit organization. Essential fundraising allows the History Center to continue to offer quality programs to the general public. Volunteer projects include donor and grant research, maintaining the department's files and database, and assisting with special mailings, events, and fundraising campaigns.

Gardens, Buildings and Grounds Department

The museum complex consists of seven structures with separate dates of construction, totaling in excess of 44,000 sq. ft. and including the National Historic Landmark Wickham House of 1812. Major restoration projects are planned in the next few years. Volunteers working in this department will design their own special project within one of the following categories: emergency/disaster planning, building systems maintenance, renovation/construction projects, exhibition installation, or architectural history research.

General Collections

The Richmond History Center houses a wide variety of artifacts, ranging from toys and furniture to paintings and sculpture. Volunteer projects available with this department include: inventory and storage of collection materials, cataloguing objects, addressing research inquiries, and general assistance with upcoming exhibitions.

Gift Shop

The History Center Gift Shop offers a diverse mixture of merchandise, including books, porcelain, toys, and other gift items, which reflect the History Center's collections. Opportunities include assisting Gift Shop visitors with selections and purchases, performing daily shop operating procedures and processing newly arrived merchandise.

Public Programs and Education Department

This department focuses on educational programs and special events for both youth and adults. Volunteer projects include: research assistance for public programs, management of a special event, and the development of an educational program. History Center Teacher internships are conducted through this department.

Public Relations and Marketing Department

This department focuses on "spreading the word" to the media, our members and other audiences about upcoming exhibits, programs and events happening at the History Center. Opportunities in this area include preparing news releases, press kits and other information packets for distribution, updating media lists, disseminating flyers and brochures outside of the museum, hand-addressing envelopes for invitation mailing and organizing photographic slides and files.

Registrar's Office

The registrar's office is the repository for all records documenting objects owned, borrowed or loaned by the museum. New acquisitions are processed in this area before being stored. Volunteers assist in the processing of museum objects, which includes documenting, cataloging, marking and storing each object; conducting collection inventories; researching loan requests; and maintaining the collections management database.