

Heritage Mentor Job Description



Application Deadline: January 15, 2013

Mentors will be the critical component of the Oregon Heritage MentorCorps, a regional technical assistance effort for archives, libraries and museums coordinated by Oregon Heritage, part of the Oregon Parks and Recreation Department. After receiving training, a mentor will provide communication to, consultations with, and trainings for libraries, archives and museums in his or her region.

Mentors will:

- Provide training in collections management, collections care, and disaster preparedness planning and implementation to archives, libraries and museums. Trainings can be done for one or more organizations at the same time. Mentors are not expected to provide collections assessments or reports.
- Build regional relationships and initiate networking among museums, archives, libraries and emergency responders.
- Provide at least two onsite trainings a year using curriculum provided by Oregon Heritage.
- Provide at least four onsite or phone consultations during a year using curriculum provided by Oregon Heritage.
- Communicate regularly with other mentors in his or her region.
- Recruit new mentors in his or her region.
- Register with www.connectingtocollections.org and participate in its online forums and discussions.
- Following the initial year of the MentorCorps, attend in-person or online at least one workshop or training annually related to collections care or emergency management.
- Report quarterly to the MentorCorps director about topics covered and customers served, as well as online information needs.
- Report annually on trainings delivered using forms and evaluation materials provided by Oregon Heritage.
- Write one item annually suitable for use on the MentorCorp blog.

Qualifications:

- Willingness to approach training and organizations without judgment and with encouragement.
- Strong communication skills.

- A willingness to learn and help others learn.
- Skill in at least one of the subject matters (collections care, collections management, or emergency preparedness and response) highly desirable.
- Previous experience in collections care or management preferred. However, mentors will come from a wide variety of experience and training. They will be encouraged to build their knowledge through other training programs offered by MentorCorps partners and national heritage and emergency response organizations.
- Access to broadband internet for communication and training.
- A valid Oregon driver's license or the ability to arrange transportation to visit museums, libraries and archives in their region.

Basic Training:

Mentors will attend and satisfactorily complete three, two-day workshops that include:

1. Basic information about collections management, collections care, and disaster planning for libraries, archives and museums.
2. Training on how to instruct volunteers and staff in libraries, museums and archives.
3. Techniques to establish effective service for archives, libraries and museums in their regions. Mentors will also be provided with materials to give trainings.

Mentors will be reimbursed for travel expenses to attend basic trainings.

MentorCorps partners will support mentors by at least one of the following:

- Provide scholarships to mentors to attend conferences and workshops.
- List mentors on the Connection to Collections website as resources. Mentors can then be contacted directly by institutions in their regions seeking training.

Compensation for mentors (following completion of two of the three trainings):

- Mileage payments of 50 cents per mile, up to 400 miles (\$200) per quarter.
- Honorariums of \$100 per quarter (five quarters anticipated).

The application and other information about the Oregon Heritage MentorCorps is available online at www.oregonheritage.org To talk to a person about the MentorCorps, call project director Kyle Jansson at 503-986-0673 or email kyle.jansson@state.or.us.