



736 F Street
Arcata, California 95521

Volunteer Research Assistant

General Work Objectives: Assist in a survey of historical resources in the City of Arcata. Under the direction of the Project Coordinator, the Research Assistant may assist in the research and documentation of individual properties or neighborhoods; organization of the inventory or property files; the creation of analog and digital records on historic properties, depending upon experience.

Specific Duties & Tasks: The Historical Resources Survey will be conducted under a standard set of procedures, with properties documented on forms and data entered into the planning database, including digital photographs. The Research Assistant will work with City records to assist in the creation of a reference property file on each property within a specified survey area, in digital or analog form, which will contain all readily available information on the buildings, structures, objects, and landscapes, which are located there. The Research Assistant may also assist in developing documentation from other sources, such as the Humboldt Room or HSSA, when documentation is not available from City records. This may include:

- Scanning or photocopying the historic property reference files, Local Landmarks, in the City of Arcata, Planning and Community Development Department.
- Searching the general project files City of Arcata, Planning and Community Development Department, for past applications for the Local Landmarks program, whether complete or incomplete, historic or contemporary photos of the property, historical resources studies, then scanning or photocopying them.
- Research local archives and special collections for related photos and documentation.
- Logging and entering digital or analog files onto the Survey, Historic Property database on the Project workstation computer.
- Additional research as required to complete the documentation files on properties listed as Local Landmarks, the California Register of Historical Resources, and the National Register of Historic Places or as National Historic Landmarks, or upon request by the Community Development Department.

Work Location: Survey Arcata Project Office, Community Development Department, Annex or Planning & Community Development Office, Arcata City Hall. Work schedule to be arranged during regular office hours, Monday through Friday 8-5 pm, evenings or weekends TBA as necessary for training or field assignments.

Qualifications: Attention to detail and the ability to follow detailed instructions are required. Volunteers must complete an orientation to historical resources and a short tutorial on photographing historical resources and submit a sample of current work before receiving a project assignment. Volunteers must complete City of Arcata Volunteer Application forms before starting assignment.