

Warehouse Inventory Project at the Dartmouth Heritage Museum

Let us begin by thanking you for the interest you have shown in the upcoming inventory project. We are very excited and thankful to be moving forward with this initiative, due in part to a provincial grant. This grant will allow us to have a full time staff member dedicated to the warehouse (Stephanie Mansfield has been hired as the Warehouse Auditor) as well as purchase the materials required for such an endeavour.

As you may be aware, almost ten years ago the collection of the Dartmouth Heritage Museum was swiftly moved from the danger it was in on Wyse Road into “temporary storage”. This temporary storage is a warehouse in Burnside. The majority of work will be carried out in the warehouse, however there are certain jobs and weekly responsibilities that will be carried out at Evergreen House (26 Newcastle St, Dartmouth). Please keep this in mind when considering what aspects of the project you are interested in and what environmental concerns you might have (i.e dust, low levels of mould, cool temperatures, low light levels at the warehouse).

It has been estimated that the current collection houses over 45,000 artifacts. The collection can be broadly divided into seven categories: Archival, Textiles, Visual Art, Household/Domestic, Industrial/Manufacturing, Transportation and “Other”. Completing the inventory will also allow us to identify the amount of duplication within certain areas as well as identify significant gaps. The goal of the inventory project is to create an accurate digital record, photograph and correctly pack EACH artifact that is currently stored in the warehouse. Completing these steps are crucial when looking forward to a move to our new home.

Please refer to the handout *Warehouse Inventory – Volunteer Job Description* for an overview of the volunteer positions available. We are hoping to have two volunteer shifts a day, with the possibility of two teams working at each shift. A team is made up of 3 volunteers. It is important that you indicate your time commitment as well as which days of the week you are available.

If you are interested in volunteering please complete the attached application form and return it electronically (museum@bellaliant.com) or in person/by mail to Stephanie Mansfield, DHM 26 Newcastle St, Dartmouth NS, B2Y 3M5.

THE NEXT STEP- If you are interested in working on a warehouse inventory team and have submitted an application please stay tuned for confirmation of an orientation day to be held at the warehouse in Burnside. This will be an opportunity to get a the ‘big picture’ in regards to working conditions, full scope and scale of the project and pass along any comments and concerns to us at this time. You will receive an email or phone call about this if you have expressed an interest.

Following the orientation sessions all applications that have been submitted will be reviewed, interviews conducted (especially for those new to the DHM) and training schedules drawn up. We anticipate being in the warehouse in late January training volunteers.

A quick glimpse at the warehouse!

